Concrete Canoe Safety Training Guide

Date: July 2nd, 2026
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Last Revision: July 6th, 2026

For General Members & Executive Members
This guide walks you through every training requirement, where to find each module, and what proof you must submit.

Training Requirements Summary

Executive Members Must Complete:

- MYFab Tier 1
- MYFab Tier 2
- EHS002 (once per UofT career)
- EHS101 (if first-time WHMIS or expired EHS101 training (it will show if your prior completion is still valid))
- EHS112 (if WHMIS was completed last year)
- EHS532 Respiratory Protection Training
- Proof of completion for all modules

General Members Must Complete:

- MYFab Tier 1
- MYFab Tier 2
- Proof of completion for Tier 1 & 2
- EHS002
- EHS112

See Section 1 to Access Your MYFab Training Status Email: Safety Training
Log into Sprout to Download Your EHS Training Records: Sprout

Submit:

- MYFab training status email
- Screenshot of EHS training records on Sprout (ENSURE SCREENSHOT FOLLOWS THE STEPS BELOW)

1. Click on My Training on the left menu bar.
2. Ensure your most recent course and its completion date are shown on your screen, preferably at the top of the list if you have taken many courses. If your most recent courses are not shown at the top, sort by date by clicking near the bottom right of the Last Completed header cell (you may need to click a second time if it sorts oldest first initially).
3. Mouse over your initials on the top right until your name and email address appears, then without moving the mouse, press Window-Shift-s to take the screenshot including your name and training course details.

To the safety training proof collection form: https://forms.gle/fRfT9cTCrKwMUrib7

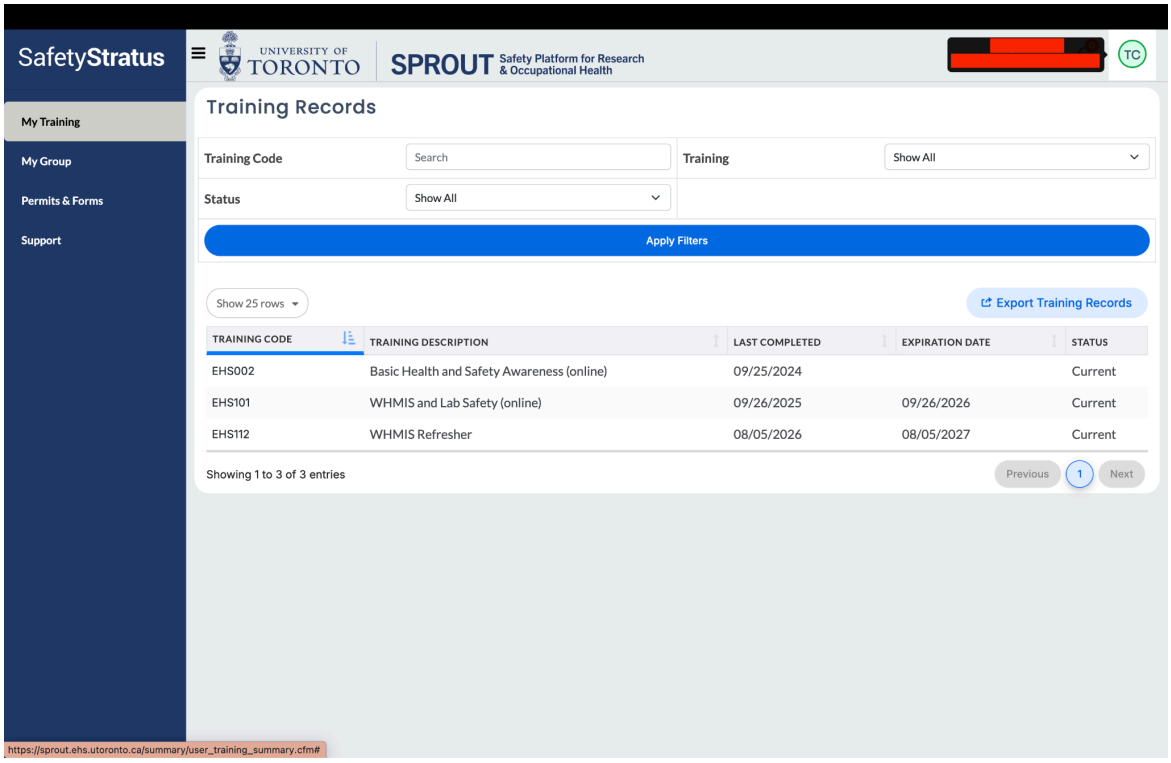


Figure 1. Safety Training Screenshot with Name and Utoronto Email in Top Right Corner.

1. MYFab Safety Training (Tier 1 & Tier 2)

Required for: General Members + Executive Members

Step-by-Step:

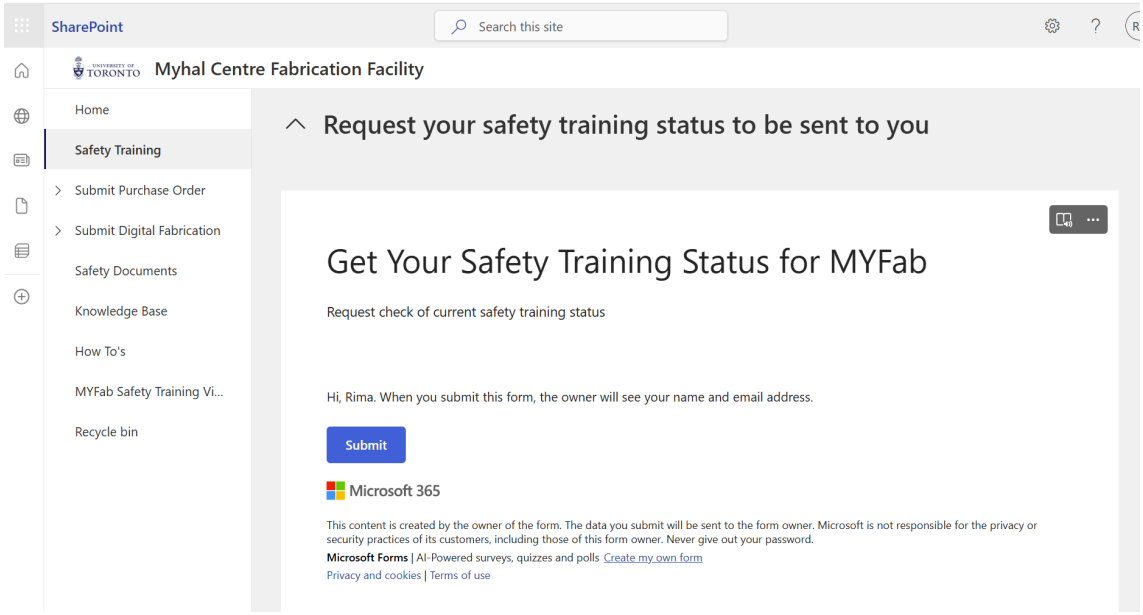
1. Go to the Myhal Safety Training Portal: Safety Training
2. Complete Tier 1 training.

> **1. Tier 1 Online Safety Training:** Complete the **Tier 1 online training** before using the facility.
>
> | Download Tier 1 Training PDF | Complete Tier 1 Quiz |
> |---|---|

3. Complete Tier 2 training. (Online AND In-Person)

> **2. Tier 2 Online Safety Training:** Complete the **online portion of Tier 2** before attending the in-person session.
>
> | Download Tier 2 Training PDF | Complete Tier 2 Quiz |
> |---|---|
>
> **3. Tier 2 In-Person Safety Training:** Before attending your **in-person training appointment**, you must watch the required videos.
>
> Summer booking times will be available soon. *
>
> | REQUIRED: Watch Training Videos. You can access the booking link at the end of the videos. |
> |---|

4. Download or screenshot your quiz completion proof for both tiers.
5. Click “Submit” to have safety training status for MYFab sent to your utoronto email.



Your Myhal Center Fabrication Facility safety training status

Summarize this email

Hi Brendon, This is your training status:

Required training:

Tier - 1 (online): Completed;

Tier - 2 (online): Completed;

Hands-On (in person): Completed;

Hands-On (Quiz): Completed;

Optional training:

Soldering (online): Not completed;

Tier - 3 (specialty tools - SKULE Design teams members ONLY): Not completed;

2. EHS Training Modules (UofT Environmental Health & Safety)

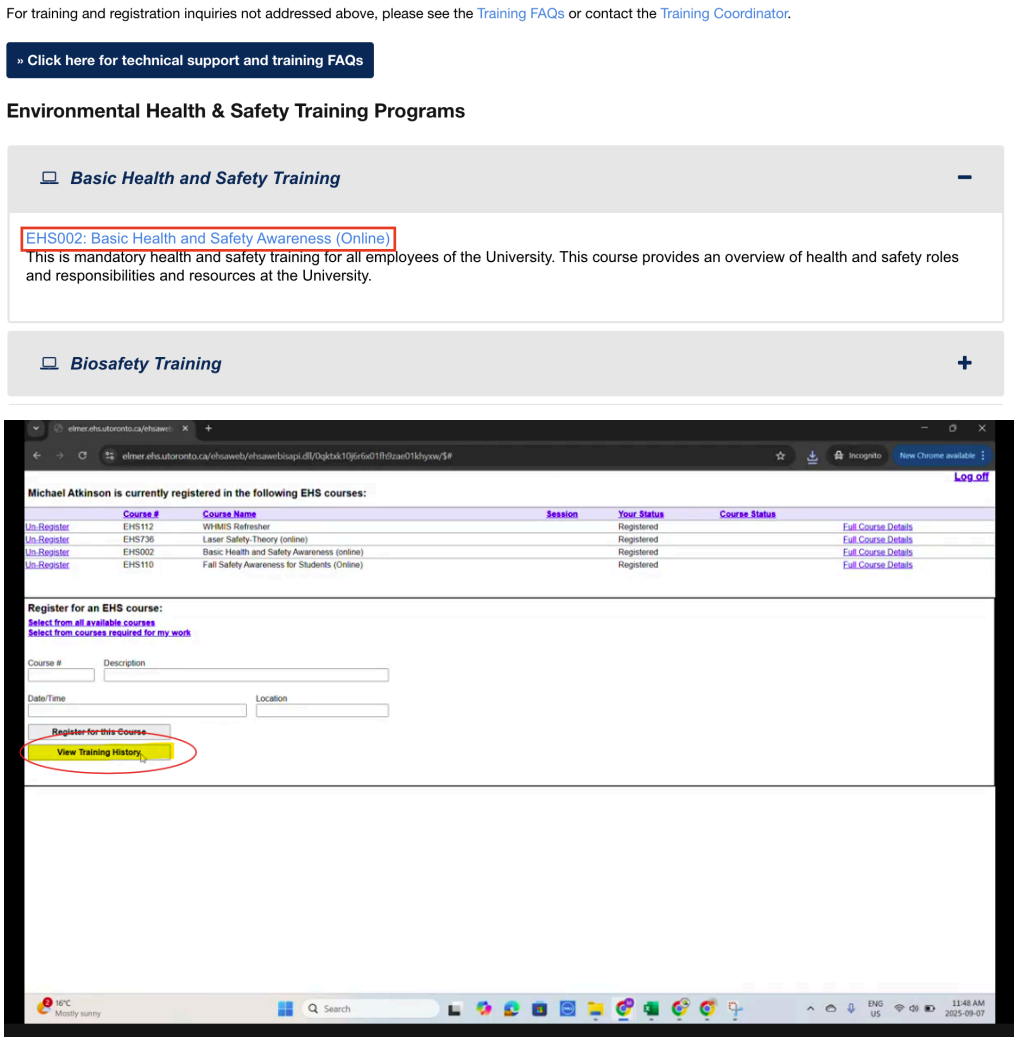
EHS Login Tutorial (Executives Only)
If you need help logging into the EHS system:

Watch the video: EHS training login good correct this time.mp4 - Google Drive

EHS002 — Basic Health & Safety Awareness
Required for: Executive Members only
Note: This only needs to be completed once in your entire UofT career.
Basic Health and Safety Awareness Training - Environmental Health & Safety

Steps:

1. Go to the EHS002 training page:Training Registration - Environmental Health & Safety
2. Scroll down and click on the course name to enroll on Quercus
3. Complete the module on Quercus

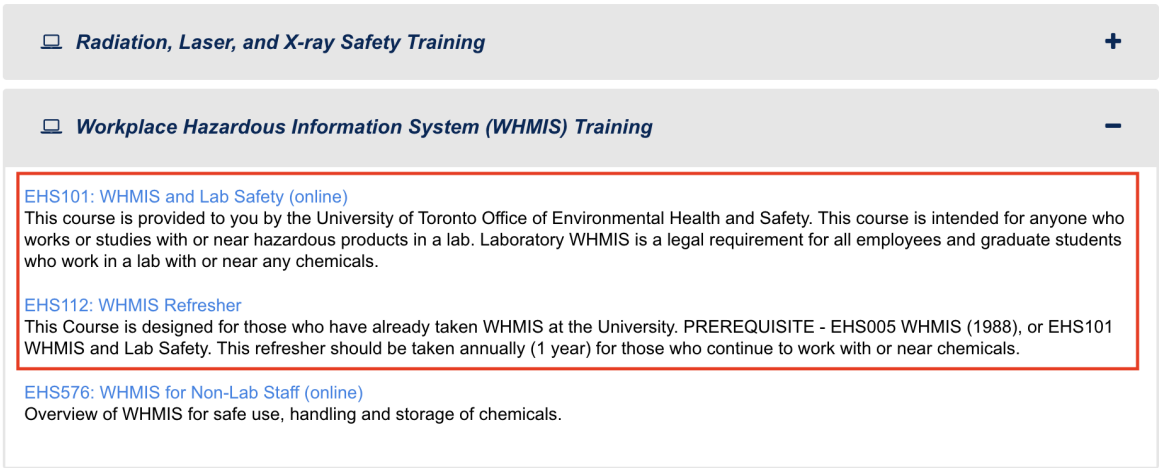


EHS101 — WHMIS (First-Time Training)
Required for: Executive Members who have never taken WHMIS before, or with expired previous WHMIS training

EHS112 — WHMIS Refresher
Required for: Executive Members who completed WHMIS (EHS101 or EHS112) in a previous year

Steps (for both EHS101 and EHS112):

1. Go to the EHS Training Registration page: [Training Registration - Environmental Health & Safety]
2. Register for the correct module (EHS101 or EHS112).
3. Complete the training.



EHS532 — Respirator Fit Testing
Required for: Executive Members who plans to do CNCing or Machine Sanding

Steps :

1. Go to the registration page for the respirator protection training course **https://q.utoronto.ca/enroll/TT6CYF**.
2. View the online training presentation and pass the quiz with a minimum grade of 70%.
3. Complete a Respirator User Screening Form: **http://ehs.utoronto.ca/revised-respirator-user-screening-form-september-2018-2/**. Bring the completed form to your fit test appointment.
4. Schedule a respirator fit test with your local EHS office using the links provided on the EHS532 course homepage. For St. George campus, the fit test centre location is 215 Huron Street, 7th Floor Toronto, ON
5. Borrow a respirator (3M 6200 half-face respirator - medium) and N95 mask from the MyHal storage room to bring to the in-person fit test

For complete information: https://ehs.utoronto.ca/training/respiratory-protection-training-fit-testing/

3. Common Safety Rules for Concrete Canoe

General Lab Safety

- PPE Requirements:
    - General members: dust mask + non-reusable gloves at minimum.
    - Execs: may use reusable gloves and respirators.
    - Respirators should be available for anyone during sanding or concrete mixing if needed.
    - Safety glasses when working with liquids such as admixtures, stain, or sealant
- No Food or Drinks: keep the lab clean and avoid contamination.
- Proper Footwear: CSA approved steel-toe boots required in all construction and mixing areas.
- Emergency Exits: keep pathways clear and know where exits, extinguishers, and first-aid kits are.
- Keep the space organized and walkways clear

Mixing Concrete

- Handle cement powder carefully to avoid dust clouds (use a dust vacuum when making a concrete mix)
- Work in a ventilated area; use respirators if dust levels rise.
- Use safe lifting techniques; team lift heavy bags or buckets.

Tool Use

- Power tools only used by trained members; check tools before use.
- Hand tools used for their intended purpose and stored properly.

Chemical Safety

- Wear gloves when handling additives; follow manufacturer instructions.
- All containers must have proper WHMIS labels.
- Follow spill procedures: contain small spills, report large ones immediately.

Woodworking

- PPE Requirements
    - Always wear safety glasses when operating power tools to protect eyes from flying debris.
    - Always wear closed-toe and slip-resistant shoes.
    - Wear earplugs or earmuffs when near loud machinery.
    - Wear dust masks when dust particulates are being generated.
    - No loose clothing – wear comfortable, closefitting clothing only.
    - No loose hair, must be tied back, confined, or covered.
    - No jewelry or accessories that may get caught in machinery.
    - No gloves near machinery or moving parts where gloves can catch (e.g. drills, jigsaw, or miter saw). Wear gloves only when away from machinery and necessary for handling heat, chemicals, wood (splinters), sharp materials, etc.

4. PPE Requirements Summary

Concrete Mixing/Preparation [Concrete Team]

- Gloves (reusable or non-reusable)
- Safety glasses
- Masks for concrete mixing / respirator for machine sanding
- CSA approved steel-toed shoes
- Dust vacuum

General Construction Works [Construction Team]

- Safety glasses
- Respirator (against wood or foam dust)
- CSA approved steel-toed shoes
- Earmuffs (when working with loud machinery such as the CNC machine and miter saw)

Sanding [Everyone probably :)]

- Hand sanding
    - Non-reusable gloves / reusable gloves for concrete execs
    - Masks or Respirators
- Machine sanding
    - No gloves
    - Respirator
    - Safety glasses

Finishing (when applying stain or sealant)

- Non-reusable gloves
- Respirator
- Safety glasses