



Harassment Prevention Training – Frequently Asked Questions

1. What is Harassment Prevention training?

Harassment Prevention training is a negotiated training requirement offered by Contract Services that covers how to recognize, prevent and report harassment, discrimination and retaliation.

There are two online courses. Your classification or job duties will determine which course you will be required to complete.

The “HP1” – Harassment Prevention 1 (1-hour) course will assist individuals to identify behaviors that create or contribute to unlawful harassment, discrimination and retaliation. It also offers information on how to respond to incidents of harassment in the workplace. Individuals who have completed “HP2” – Harassment Prevention 2 will receive credit for “HP1” – Harassment Prevention 1.

The “HP2” – Harassment Prevention 2 (2-hour) course will assist individuals to identify behaviors that create or contribute to unlawful harassment, discrimination and retaliation. It also offers information on how to assist in preventing and responding to incidents of harassment in the workplace.

2. Why is Harassment Prevention training necessary?

Industry unions and producers negotiated Harassment Prevention training because they agreed that preventing unlawful harassment, discrimination and retaliation in the workplace is important. The law requires individuals with supervisory responsibilities to retake harassment prevention training once every 2 years. Others will be required to retake Harassment Prevention training on a periodic basis.

By completing the training through Contract Services, you won’t have to take harassment prevention training each time you work for different producers, if the training is recognized by them.

3. When will I be required to take Harassment Prevention training?

Initial timelines will be assigned by Local and Classification. You will be mailed† a notice when your Harassment Prevention training timeline is approaching and action is required. You may also periodically check the [Required Course List](#) or the [Online Roster](#), or call us at 818.847.0040 ext. 1200.

4. How often will I be required to retake this training?

Individuals in classifications that are required to take the “HP2” course will need to retake their training once every 2 years. Other individuals will be required to retake the training on a periodic basis, assigned to timelines by Local and Classification. The date you last completed the course will determine when you will be required to retake it.

You will be mailed† a notice when your Harassment Prevention training timeline is approaching and action is required.

Harassment Prevention Training – Frequently Asked Questions (Continued)

5. Which Harassment Prevention course am I required to complete?

Check the [Required Course List](#) or go to www.csatf.org, select [Safety Pass Online Services](#), select [Click here for On-Line Registration](#), log in, and click on “Enroll” next to the Harassment Prevention course. You may be asked to answer a short questionnaire to determine which course you are required to take.

6. What if I am in multiple job classifications on the Online Roster with different Harassment Prevention course requirements?

If you are required to take the “HP2” course for one job classification and the “HP1” for another job classification, completing the “HP2” will satisfy the “HP1” requirement.

7. Where do I complete the training?

Online. Access the courses by going to www.csatf.org, selecting [Safety Pass Online Services](#), selecting [Click here for On-Line Registration](#), logging in, and clicking on “Enroll” next to the Harassment Prevention course. You may be asked to answer a short questionnaire to determine which course you are required to take.

Contract Services has an on-site computer lab available during business hours.

8. Will I receive a stipend?

If eligible, you will receive a stipend for each hour of classification-specific training.

9. What will happen if I don’t complete the training by the timeline deadline?

You will not be in compliance with your training requirements, which will cause suspension from the Industry Experience Roster (if applicable) and may make you ineligible for employment. Non-compliance is identified with a red background on the Online Roster.

After the timeline deadline, you may still complete the training and, upon successful completion of all required courses, your status will reflect on the Online Roster as compliant (white background).

10. How will my employer know if I have completed the training?

Your employer may check your status on the [Online Roster](#), which is updated within 24 hours after you complete a course.

†Because notices are mailed, it is important that Contract Services has your current mailing address. You may view/update your contact information on our website at www.csatf.org. Select [Safety Pass Online Services](#), select [Click here for On-Line Registration](#) and log in. You may also download the “[Address Change](#)” form found on our website. Print, complete and sign this form and return it to us by email, mail, fax, or in person. To have the form sent to you, call us at 818.847.0040 ext. 1200.