



OCCUPATIONAL HYGIENE ASSOCIATION OF ONTARIO (OHAO) MENTORING PROGRAM

Introduction

Mentoring is the process of providing coaching, guidance, insight, and technical information to a less-experienced professional or student. A mentee is the individual who receives the benefit of the professional knowledge. However, a well matched mentoring process is equally beneficial for both individuals and can lead to sustained professional relationships.

Informal mentoring occurs frequently in the workplace and through professional affiliations. However, the program coordinated through OHAO is intended to be a structured program. The benefit of a structured program is to match compatible candidates and create objectives and activities that will maximize the opportunities and benefits for professional development. The OHAO will provide a Program Coordinator to manage the mentoring program and a Mentoring Program Committee that will coordinate the pairing of candidates and oversee the mentoring process.

Program Objectives

The main purpose of the mentoring program is to provide opportunities for interactions and exchange of ideas and knowledge between seasoned and young and/or early-career professionals. Individuals participating in the mentoring program are encouraged to prepare personal objectives to match their individual development needs.

Structure and Requirements

OHAO will communicate and promote the Mentoring program at meetings and thorough e-mails, newsletters, and the local section website. Both the mentor and mentee, who must be members of OHAO, are asked to complete and submit applications to the Mentoring Program Committee (see application form). The Committee will review and attempt to match potential candidates.

One member of the Committee will act as a sponsor and will contact a potential mentoring pair and initiate communications. Once the initial contact is made, it is up to the mentoring pair to decide on a partnership. The pair will discuss mutual goals and possible contact activities. The pair will be responsible for selecting the type, frequency, and content of the meetings. Contact should be on at least a monthly basis, and regular face-to-face meetings are recommended. However, if scheduling or travel makes face-to-face meetings impractical, then other types of meetings are acceptable. The mentor is asked to maintain a meeting log that include the dates, approximate times, and type of contact. If the contact time includes technical information, this should be specified in the meeting log. Certified Industrial Hygienists (CIHs) and Registered Occupational Hygienists (ROHs) can use the volunteer mentoring activities to receive CM/RM points if the activities and training are documented on a tracking sheet and the stated learning goals are within a recognized IH rubric (see page 3 for more details). Participants in the mentoring process are asked to follow the practices prescribed in this program. The sponsor will

be a point of contact with the pair and provide any needed support or resolve any conflicts or difficulties.

The mentoring pairs are asked to participate in the mentoring program for a minimum of 6 months and up to 1 year. The pairs should provide feedback to the sponsor so that improvements can be made in the mentoring process. After one year the pair can request to renew the agreement, request a new pairing or retire from the program.

Role of Program Coordinator

The Program Coordinator will manage the communications, collect applications, plan the mentoring committee meetings, and maintain documentation for the mentoring program. The Program Coordinator will also either provide or coordinate the training for mentors.

The Program Coordinator will present certificates for mentors and mentees at the successful completion of the mentoring cycle. The Program Coordinator will also conduct an annual evaluation of the mentoring program.

Role of Mentoring Program Committee

The Mentoring Program Committee will be made of at least three (3) OHAO volunteers, one of which will be the Program Coordinator. Each Committee member will also act as sponsors for mentoring pairs. The Committee will meet and discuss the matching of potential candidates. The Committee can also be called upon by a sponsor to assist in conflict resolutions. The chairperson will schedule meetings as necessary to manage the mentoring program. An annual meeting will also be held to discuss feedback from the mentoring pairs and to make changes or improvements in the mentoring program.

Members of the committee are not excluded from being a mentor, but must have another committee member serve as their sponsor.

Pair Selection and Matching

Both Mentor and Mentees will complete a short application form to outline their professional experience or interest, and other information that they wish to volunteer to be used in the matching process. The applications will be submitted to a Selection Committee for review and pairing potential candidates. Note that the relationship between the pair may not be part of normal job responsibilities.

Pairs will be introduced through a Mentoring Program Committee Sponsor. The pair should discuss their individual goals and objectives related to the mentoring program, and the types of contact meetings that fit their schedules. If the pair agrees to the mentor/mentee match, they will initiate a participation agreement. The participation agreement should be communicated to the Mentoring Program Committee member to initiate the partnership.

Discontinued Mentoring

The mentoring process is established upon a volunteer basis by both the Mentor and Mentee. If a Mentor or Mentee is unsatisfied with the mentor/mentee relationship or contact activities, they should inform the sponsor or Mentoring Program Committee. Any mentor or mentee can discontinue the participation agreement at any time and for any reason.

Examples of Contact Time

Activities and interactions will be established with mutual agreement between the Mentor and Mentee. The following are examples of acceptable contact meetings:

- Shadowing during business meetings, consultation or field work,
- Attending classes or training sessions with, or conducted by the Mentor, (not a registered student where the instructor is a mentor)
- Participating in continuing education through e-mails, web training, or other electronic media,
- Attending informal lunches to discuss career objectives, opportunities, or learning goals,
- Participating in projects promoting safety and health objectives

Face-to-face contact for mentoring is preferred. However, since physical distance and the expense and time for travel can limit contact time between pairs, the Committee will consider alternatives to face-to-face interaction for contact time as long as learning objectives are met. OHAO will not discriminate against mentoring participants based on financial resources, physical abilities, sex, race, age or any other protected status.

Certification Maintenance (CM) / Registration Maintenance (RM)

We have received approval from the American Board of Industrial Hygiene (ABIH) as well as the Canadian Registration Board of Occupational Hygienists (CRBOH) to issue CMs/RMs for participants.

ABIH: Any Mentor who participates in the OHAO Mentorship Program and meets the criteria below can list the activity on their ABIH CM Worksheet in Category 7, claiming 1 CM point per Mentee per year. A Mentor may have multiple Mentees per year but is otherwise capped at 5 CM point for their CM cycle (usually 60 months).

CRBOH: The RM points request would fall under the “Technical/Professional Committee Service” award. Under this award, membership on a technical or professional committee receives 1 point per year for regular members and 1.5 points per year for chairs or similar leaders (e.g. OHAO Mentorship Program Committee).



Mentors must meet the following criteria in order to attain CMs/RMs:

- The Mentor must meet with the Mentee for at least 6 hours per 12 month period
- The Mentor's relationship to the Mentee *cannot* be part of the Mentor's normal job responsibilities
- The Mentor must keep track of mentoring time
- The mentoring scope must include but is not limited to the industrial hygiene rubrics

The OHAO would like to recognize and thank the American Industrial Hygiene Association (AIHA) for allowing us to model this mentorship program after the AIHA Mentorship Program.