



Occupational  
Hygiene Association  
of Ontario

## Occupational Hygiene Association of Ontario (OHAO) Mentoring Program

**PLEASE NOTE: *APPLICANTS MUST BE AN OHAO MEMBER TO PARTICIPATE IN THE MENTOR PROGRAM AS EITHER MENTEE OR MENTOR.***

**The membership application must be completed online and is available on the OHAO website:**  
[www.ohao.org](http://www.ohao.org)

### **Structure and Requirements**

OHAO will communicate and promote the Mentoring program at meetings and thorough e-mails, newsletters, and the OHAO website. Both the mentor and mentee are asked to complete and submit applications to the Mentoring Program Committee. The application will be online on the OHAO website. The Mentorship Committee will review and attempt to match potential candidates.

Mentors must be OHAO members and will be experienced in the OH industry and willing to commit to the mentorship program.

Mentees must be OHAO members and should be within the first 5 years of their career in Canada. This includes potential mentees who are just entering the workforce, changing career paths later in life or new to the country.

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 includes 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) can use the volunteer mentoring activities to receive CM points if the activities and training are documented on a tracking sheet and the stated learning goals are within a recognized IH rubric. 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 pairs should provide feedback to the mentorship 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.