

CATEGORY: Human Resources

POLICY NO.:

SUBJECT: Health and Safety Training Policy

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APPROVED BY: Click here to enter text

DATE: 13-Sep-17

PURPOSE

To ensure all staff receive the required training to perform their work assignments in a safe and healthy manner.

DEFINITIONS

Competent Person –

A person who,

- Is qualified because of knowledge, training and experience to organize the work and its performance;
- Is familiar with the OHSA and the regulations that apply to the work; and
- Has knowledge of any potential or actual danger to health or safety in the workplace.

ROLES & RESPONSIBILITIES

Employer

- Train all workers in general and workplace specific health and safety programs.
- Ensure all supervisors are “competent persons”
- Maintain legislative compliance regarding health and safety training obligations

Managers/Supervisors

- Coordinate Health & Safety Orientation in a timely manner
- Forward completed training records to the Employer/designate
- Customize health & safety training programs aligned to services provided.
- Ensure workers acquire the necessary skills to protect their health and safety
- Work with the workers to determine future training needs based on competencies, after extended absences from work.

Worker

- Participate in orientation training.
- Attend all health and safety training programs required by the employer.
- Report to the manager/supervisor need for further training

Joint Health & Safety Committee (JHSC) / Health & Safety Representatives (H&S Rep)

- The JHSC / Health and Safety Representative will conduct an annual training needs review in consultation with the Employer
- The JHSC / Health and Safety Representative will make recommendation for training programs that come out of workplace inspections, incident investigations and/or observations.

TRAINING PROCEDURES

Health & Safety Orientation

1. Every new hire will be required to attend a health and safety orientation.
2. Safety orientation will consist of a general and workplace specific training arranged or delivered by the immediate manager/supervisor or designate.
3. Health and safety orientation will be documented including signoffs by both the participant and the manager/supervisor. All signed forms will be returned to the Employer for record keeping. The following topics shall be covered in the General Health & Safety Orientation prior to starting the job.
 - [Click here to enter text.](#) Health and Safety Policy
 - Health & Safety Roles and Responsibilities
 - Hazard Recognition policy
 - Incident/Injury Reporting & Investigation policy
 - Workplace Violence & Harassment policy
 - Early and Safe Return to Work program
 - Health and Safety bulletin board and posted documents
 - First Aid (if required)
 - Personal Protective Equipment
 - Work Refusal
 - Emergency Safety Plans
 - Joint Health and Safety Committee/ Health & Safety Representative
 - Occupational Health & Safety Awareness training for workers or supervisors (as applicable)

- The following topics shall be covered in the Workplace Specific Health & Safety Orientation prior to conducting specific work tasks at the location.
 - Review of standard operating procedures for equipment/processes
 - WHMIS
 - Personal Protective Equipment
 - Site Specific Emergency Procedures
 - Location of health and safety binders and documents
 - Other pertinent information may include:
 - Motor Vehicle/Safe Driving
 - Preventing Client Aggression
 - Manual Materials Handling
 - Infection Prevention & Control
 - Inspection Procedures (pre-start inspections)
- All transferred or promoted employees will complete additional health & safety training, if required.

GENERAL HEALTH & SAFETY TRAINING

In addition to Health & Safety Orientation training, [Click here to enter text.](#) will provide employees additional health and safety training, where applicable. This training may include, but is not limited to the following topics.

- Legislated health and safety responsibilities, such as right to refuse unsafe work, right to participate, right to know, etc.
- Non Violent Crisis Intervention
- Manual lifting techniques
- The fire safety plan, and the use of rescue equipment, where applicable.
- The use and maintenance of Personal Protective Equipment (PPE).
- Working Alone
- Manager and supervisor training in health and safety principles, and recognizing, assessing, and controlling hazards in the workplace and evaluating controls.
- JHSC, H&S Rep and applicable managers/supervisors in how to conduct health and safety inspections and injury /incident investigation.
- JHSC Certification training, if required

Additional Certifications/Competencies

In addition to the health and safety training offered by [Click here to enter text.](#), employees may be required to attend additional courses or obtain additional certifications/competencies for their respective jobs.

Occupational Health and Safety Awareness and Training Regulation:

- Ensure that workers complete a basic occupational health and safety awareness training program **as soon as reasonably possible**;
- Ensure that supervisors complete a basic occupational health and safety awareness training program **within one week of working as a supervisor**;
- Maintain a record of the training completed by workers and supervisors

Employees

- First Aid Responders will have successfully completed the following training coursesA current certificate in Emergency First Aid or Standard First Aid as per Regulation 1101

Managers/Supervisors

- [Click here to enter text.](#) will ensure all managers/supervisors are competent persons under the Occupational Health & Safety Act. Any manager/supervisor who does not satisfy this requirement will be required to complete a manager/supervisor health and safety training program.

Joint Health & Safety Committee/Health & Safety Representative

- Joint Health & Safety Committee members will receive training as outlined in the Occupational Health & Safety Act (Basic Certification and Workplace Specific) or deemed appropriate by [Click here to enter text.](#).

RECORD KEEPING

[Click here to enter text.](#) Shall keep written records of all conducted trainings for a period 3 years.

EVALUATION

[Click here to enter text.](#) Will evaluate the health and safety training policy annually in consultation with JHSC/Health and Safety Representative

Signature: _____

Print Name: _____

Date: _____