



CITY POLICY & PROCEDURE

SECTION: HUMAN RESOURCES

NO: HR – HS - 14

REFERENCE: HEALTH AND SAFETY

Date: Mar 20, 2017

**Review Date:
Mar 20, 2019**

TITLE: HEALTH AND SAFETY TRAINING

1.0 POLICY STATEMENT

- 1.1 The Corporation shall develop and/or provide programs to ensure all employees receive the proper orientation and ongoing training necessary for maintaining a safe and healthy work environment; and to comply with all legislation.
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2.0 RESPONSIBILITY

2.1 Supervisor:

The Supervisor is responsible for ensuring the employee receives all the necessary training, as defined in this procedure.

2.2 Health and Safety Coordinator:

The Health & Safety Coordinator will assist with the coordination of employee safety training programs within the respective departments and in compliance with all Corporate and Departmental Safety Policies and Procedures.

2.3 Employees:

The employees will participate in all required training programs and will maintain certifications as required for their job.

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or other relevant legislation or Union agreement.**

3.0 TRAINING PROGRAMS

- 3.1 Employees and Supervisors shall participate in relevant Health & Safety seminars, workshops and training courses to provide them with the basic knowledge and skills necessary to ensure compliance with the legislation.
 - 3.2 Employees and Supervisors shall be required to take additional or revised training when legislation changes or new legislation is added.
 - 3.3 Employees shall be required to take additional job skills training when job requirements change.
 - 3.4 Employees will obtain and maintain any certifications required for the job.
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4.0 ORIENTATION

- 4.1 All employees shall be provided access to all Corporate Health & Safety Policies and Procedures.
- 4.2 Supervisors will provide to all new employees an overview of the Corporate and Departmental Health and Safety policies and procedures as part of their orientation.
- 4.3 Supervisors will review job tasks, standard operating procedures, safe work practices and risks related to their specific job.
- 4.4 Health and safety orientation must be completed with the first week of hire.
- 4.5 Orientation records will be submitted to the Health & Safety Coordinator who will forward a copy to the Human Resources department to be kept in employee's personnel file.
- 4.6 Components of training will include, but are not limited to (see orientation checklist HR-HS-38):
 - (a) Health and Safety Policies and Procedures;
 - (b) Employee responsibilities and rules, including a facility tour; and,
 - (c) Standards, guidelines and procedures for:
 - (i) Reporting injury and illness;
 - (ii) Reporting hazards and near misses;
 - (iii) Emergency Plans and Procedures;
 - (iv) Return to Work procedures;
 - (v) Occupational Health and Safety Act, including rights as a worker;

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- (vi) Ministry of Labour Health & Safety Awareness training;
- (vii) Joint Health and Safety Committee; reps and how to contact them;
- (viii) Specific responsibilities for their level of authority.

See HR-HS-38 Orientations for more details.

5.0 HEALTH & SAFETY FOR SUPERVISORS

- 5.1 It is essential that all Managers and Supervisors are competent within the meaning of, and are familiar with, Occupational Health and Safety Legislation and Regulations in the performance of their duties.
- 5.2 Training shall be provided to Managers, Supervisors, Lead Hands or those Employees who replace a Supervisor when he/she is away for vacation, sickness, etc.(regular review and updates required as legislation changes).
- 5.3 The following topics shall be reviewed:
 - (a) Occupational Health & Safety Legislation & Regulations.
 - (b) The Internal Responsibility System.
 - (c) Duties of the employer, supervisor and worker.
 - (d) Ministry of Labour Supervisor Health & Safety Awareness.
 - (e) Role of the Joint Health & Safety Committee.
 - (f) Work refusal and work stoppage processes.
 - (g) Definition of a critical injury (or "hazardous occurrence" for Airport employees).
 - (h) Supervisory communications techniques.
 - (i) Designated substance regulations.
 - (j) Workplace Hazardous Materials Information System (WHMIS/WHMIS 2015).
 - (k) Hazard recognition, evaluation and control.
 - (l) Workplace Inspections.
 - (m) Ergonomics
 - (n) Emergency Procedures

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- 5.4 Supervisors shall be responsible for ensuring that workers receive, maintain and use the necessary PPE and that they are trained in its use and maintenance.

History			
Approval Date:	January 1, 2003	Approved by:	Council Resolution
Review Date:	April 27, 2011	Approved by:	H & Safety Coordinator
Review/Amendment Date:	October 21, 2013	Approved by:	By-law 4114-2013
Review/Amendment Date:	Mar 20, 2017	Approved by:	CAO E. Remillard
Review/Amendment Date:		Approved by:	

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