

This sample procedure should be customized to fit the needs of your company. Refer to **ONTARIO REGULATION 297/13 OCCUPATIONAL HEALTH AND SAFETY AWARENESS AND TRAINING**, and determine what you need for your training requirements. Once you have done that, simply add or delete from this procedure to integrate it into your internal processes.

This sample policy/procedure must be customized to fit the needs of your company. It must be integrated into other policies/procedures and processes as required. This is not meant to be used "as-is", but must be adapted to reflect your company needs and processes.

[insert company info here]

HEALTH AND SAFETY TRAINING

Date of Issue:	
Written by:	Date:
Reviewed by:	Date:
Approved by:	Date:

PURPOSE

Health and Safety training are an administrative control that can help to ensure that the people who are assigned to do tasks are competent to do the task and are less likely to be injured in the process of performing the task. Health and safety training must be effective and appropriate for the workplace and include refresher training as required. Health and safety training must be assigned and completed based upon an assessment of need that identifies required health and safety training, type of training (eLearning, practical) a timetable for completion of training and frequency of refresher training.

SCOPE

The business will establish, implement and evaluate a process for health and safety training at all levels and occupations of the organization

RELATED DOCUMENTATION

- Ministry of Labour basic awareness training guides



DEFINITIONS

Competent Person	(a) is qualified because of knowledge, training and experience to organize the work and its performance;
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	(b) is familiar with this Act and the regulations that apply to the work, and (c) has knowledge of any potential or actual danger to health or safety in the workplace.
JHSC	Joint Health & Safety Committee as required under the Occupational Health & Safety Act Section 9

ROLES & RESPONSIBILITIES

Senior Management is responsible to:

- Conduct a comprehensive training assessment to ensure that all workers who perform work for the employer completes a job specific training assessment, mandated training under any act, code or statute.
- Assure **all** workers receive basic and job specific training on hazards and controls to assure they can safely complete the tasks assigned.
- Review the required training at least annually or as tasks change when a new process or change in business or new hazard has been identified

Manager/Supervisor is responsible for:

- Assuring all employees under their direction receive the appropriate training to complete their work in a safe manner.
- Allowing only those employees who are trained to work on these tasks.

Human Resources is responsible for:

- Initial onboarding for all new and returning workers.
- Record keeping for all training and reminders for annual or expiring training as required.

JHSC/Health and Safety Worker Representative are/is responsible for:

- Review the annual training plan from the employer and provide feedback

Employees are responsible to:

- Take the required training and not complete any task or work they have not received specific training to complete.
- Provide feedback on training after each session using the provided sheets

PROCEDURE

1. Senior Management or designate will conduct a comprehensive training assessment to establish the basic and Job specific requirements as required by the Ministry of Labour. This assessment should include the requirements for any Provincial, Federal and Municipal training requirements.

2. Management or designate should take into account the differing levels of responsibility, literacy, language skills, overall ability and likelihood of exposure to the hazards and risk of the learner.
3. Management should create a training profile to identify the training needs of each occupation to assure the worker can complete the tasks in a safe manner.
4. Management should assess the need for a Joint Health and Safety Committee and First Aid requirements based on regulations and implement accordingly.
5. Other training to consider in your assessment;
 - Accessibility for Ontarians with Disabilities Act (AODA)
 - Workplace Hazardous Materials Information System (WHMIS)
 - Worker/Supervisor Health and Safety Awareness
 - Workplace Violence and Harassment
 - Work Refusal
 - Worker Rights
6. Job specific training [examples] such as;

• Fork lift operator/material handler	• Reporting of Accidents
• Fire Extinguisher use and care	• Accident investigation
• Slips trips and falls/situational awareness	• First Aid
• Ergonomic equipment set-up	• Certified Member
• Confined Space	• JHSC

7. All training courses must have a testing component to assure all workers comprehension of the materials were understood. This could be done in a quiz or test depending on worker literacy levels. Some may need to be quizzed orally by a competent instructor.
8. Training shall be monitored on an annual/monthly basis and refresher training scheduled on a regular basis for those courses, certificates and licenses that expire.
9. Training can be delivered in the following formats
 1. Online
 2. In-class
 3. Self study
 4. Group participation
10. Training must be delivered by a “*competent person*” who is qualified to create, instruct and evaluate the training comprehension of the workers.
11. The company must retain a record of training for each individual for, as a minimum, the duration the training record is valid.

WSIB GUIDELINE:

Health and safety training

Prerequisite(s): All level 1 topics and should be selected at the same time as **competency**

Summary:

Health and safety training is an administrative control that can help ensure the people assigned to tasks are able to do so and are less likely to be injured in the process of performing the task. Health and safety training must be effective and appropriate for the workplace and include refresher training as required. Health and safety training must be based on a competency assessment that identifies required health and safety training, a timetable for completion and frequency of refresher training.

Requirements:

The business will establish, implement, monitor and maintain a process for health and safety training, which includes:

1. How the training will be administered and managed
2. The assessment evaluation, monitoring and reassessment evaluation criteria, as necessary
3. A provision that ensures each of the above are conducted or administered by a competent person

Health and safety training must include, as a minimum:

1. Training as prescribed by applicable legislation
2. Roles, responsibilities and rights
3. The purpose of the occupational health and safety management system, and its respective elements
4. Conforming to the health and safety policy, procedures and the occupational health and safety management system overall
5. Legal and other requirements, including potential consequences for deviations or noncompliance
6. Importance of worker participation within the occupational health and safety management system
7. Any other requirements to ensure a person is competent

The business will:

1. Ensure required training or instruction is provided for each individual prior to the individual performing the required task
2. Take into account the different levels of responsibility, literacy, language skills, overall ability and likelihood of exposure to the hazards and risk of the learner
3. Retain a record of training for each individual for, as a minimum, the duration the training record is valid