

SAMPLE using TEMPLATE 2

Title: 6.1 (a) Training Needs Review – for WHMIS	Date of Issue: July 2005
Approved by: John Idnc	Review / Revise Date: by February of every year
Location: all facilities	

A sample of one training objective is found below, your company may have more.

Review: Legislative updates
 Each Occupation
 New or modified equipment and/or processes
 Employee-training records, including new hires, transferred or promoted employees.
 Review the hazard analysis

Objective:

Train staff in WHMIS, which must be comprised of generic and workplace specific.

Training Methods:

Select an employee to enroll in the WHMIS train the trainer program.
 Have that employee train the rest of the staff in several sessions (schedule of session to be developed).

Time table:

By end of first quarter 2005

Evaluation of Training:

To be conducted at the end of the training program using the participant evaluation form.
 Annually the need and effectiveness of the training program will be reviewed.

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GUIDELINE for Element 6.1 (b),(c), (d), (f) Training

An employer must ensure that the training has occurred and be able to prove it. The following are the guidelines from the Workwell audit document that an employer must train on.

6.1(b) Applicable Legislation

The employer must prove that employees have received training, which includes the following topics:

- Legislated health and safety responsibilities
- Right to refuse work
- Right to participate (JHSC and Health and Safety Representative)
- Health and safety policy.
- Early and Safe Return to Work obligations
- Records of training

6.1(d) Designated Substances

- If a controlled program is required then the employer must develop a training program for supervisors and workers on:
 - the health effects and
 - the measures and procedures required under the designated substance program.
- Evaluate the training.
- Records of training.

6.1(f) Material Handling

- Training for employees on:
 - Manual lifting techniques
 - Use of mechanical lifting devices.
- Evaluate the training.
- Records of training.


Evaluation of Training:

As an employer you must be able to demonstrate that evaluation of any training has taken place.

Training Records:

Records of training will be maintained by the Health and Safety Co-ordinator or designate, for a period specified by the employer, legislation or other regulatory bodies. For example – First aid training certificates, training records, forklift operator certification.

A sample of a Training Record follows.

 Important Reminder

As an employer you need to be aware of the legislative requirements for posting, availability and location of certificates for review by a regulating body. For example: Regulation 1101 (First Aid) requires first aid certificates to be posted.

Employers must have available copies of the Training program(s) for review by the evaluator.

SAMPLE – Training Record

Title of Training Program

Date of Training

Certificate issued: Yes or No

Instructors Name:

Location of Training:

	Print Name	Signature	Successfully completed	
			Yes	No
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				

Original copy of the training record will be kept with the Health and Safety Co-ordinator in the Master Training file

Records of training will be kept for 3 years or required by legislation.

Master copies of any in-house program will be kept with the Health and Safety co-ordinator and will be reviewed on an annual basis or if there is a legislative change.

GUIDELINE for Element 6.1(e), (j to o) Training – specific health and safety

An employer must ensure that the training has occurred and be able to prove it. The following are the guidelines from the Workwell audit document that an employer must train on.

A documented procedure needs to include the following Workwell audit guidelines for each training element:

- Define the training requirements
- Timeframes for training completion
- Assigning responsibility for training delivery
- Evaluate the training
- Record of training

A sample for Certification and Training matrix follows.

Specific requirements for each element must include:

6.1(c) Workplace Hazardous Materials Information System (WHMIS)

All staff must be trained in WHMIS.
WHMIS training for employees is comprised of:

- Generic and
- Workplace specific.

Process to review the training program.

- Assign responsibilities
- Establish a schedule
- Evaluate the training.
- Records of training

6.1(e) Employer required certifications / competencies for their employees

- Training for employees who perform specialized/specific work.
- Provide a list of positions requiring certification/competencies.
- (Examples: lift truck operator, AZ/DZ brake endorsement, electrician, auto mechanic, crane operator, propane handling, etc.)
- Identify acceptable standards.
- Define timelines for achievement and renewal of certification/competencies.

SAMPLE – Certification Chart

List of positions	Qualifications
Shipper / receiver	Forklift / propane handling certification
Mechanics	Apprentice or licensed mechanics certificate
Welder	Welding ticket
Truck Driver	AZ license

6.1(j) Planned Health and Safety Inspections

- Training required for:
 - Members of the Joint Health and Safety Committee
 - Worker Health and Safety Representative
 - Supervisors and managers who may carry out workplace inspections.

6.1(k) Injury / Incident Investigation

- Training required for:
 - Members of the Joint Health and Safety Committee
 - Worker Health and Safety Representative
 - Supervisors and managers who are likely to be involved with or conduct investigations

6.1(L) Health and Safety Committee / Worker Health and Safety Representative

- Training required in:
 - Roles
 - Responsibilities and
 - Functions of committee / representatives

6.1(m) Emergency Preparedness and response

- Training for all employees in:
 - The firm's emergency plan
 - Use of equipment used for emergencies
 - Use of rescue equipment

6.1(n) Personal Protective Equipment use and maintenance

- Training should be provided for:
 - Use
 - maintenance

6.1(o) Other

- Other training may include:
 - Pesticide use
 - Transportation of dangerous goods
 - Traffic control
- Define the training requirements:
 - Review of operating instruction's for equipment / process
 - Identification of hazards and controls
 - Review of any safe operating procedures

Ensure all training for the appropriate employee(s) (see guideline) for each element is complete.

Definition:

Training A systematic approach to explain and demonstrate to another individual the safe and proper way to perform an activity.

SAMPLE using Template 2

Title: Training Matrix	Date of Issue: July 2005
Approved by: John Idnc	Review / Revise Date: July 2006
Location: all facilities	

	Define the training requirements	Timeframes for training completion	Assigning responsibility for training delivery	Evaluate the training	Record of training
Employee Orientation					
Promotion / Transfer Orientation					
Initial Job Instruction					
Employer Certifications					
Health & Safety inspections					
Injury / Incident Investigations					
Health and Safety Committee OR Health & Safety Representative					
Emergency Preparedness					
Personal Protective Equipment					
Material Handling					
WHMIS					
Other					

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Note: This chart is meant to assist you in answering each bullet point that is found in each training element under Workwell audit element 6.1

SAMPLE using TEMPLATE 2

Title: 6.1 (g) Training Orientation	Date of Issue: July 2005
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Location: all facilities	

All employees, regardless of the level in the organization, must receive health and safety orientation, this applies to:

- Newly hired employees
- Employees returning from an extended absence
- Employees hired on a contract basis
- Student employees
- Supply of labour employees

The following persons carry out orientation:

- Health and safety co-ordinator
- Area supervisor / shift supervisor / team leader

Orientation on health and safety must be completed within the first two weeks of hire.

Components of training will include:

- Health and safety policy,
- Employee responsibilities and rules,
- Standards and procedures for
 - Reporting injury and illness
 - Reporting hazards
 - Emergency plan
 - Early and safe return to work
 - Occupational Health and Safety Act including Rights as a worker
 - Joint health and safety committee
 - Specific responsibilities for level of authority

Evaluation

Will be conducted after three months by the employee's supervisor / manager.

Records of training

All training will be recorded on the Orientation checklist. Training records will be kept in the employee personnel file.

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Employee Health and Safety Orientation Checklist

Employee Name: _____

To be completed for:

- Staff - new
- Staff - promoted or transferred
- Staff - returning from extended absence
- Employees hired on a contract basis
- Student Employees
- Supply of labour employees

Employee Initials		Date	Supervisor Initials
	Discuss commitment to Health and Safety		
	Review the roles and expectations for Management and / or supervisors and / or employee		
	Identify where the Health and Safety policy is located		
	Review safe work practices and standard operating procedures (provide required equipment training)		
	Discuss hazards associated with worker's job (Refer to Job Hazard Analysis)		
	Arrange for an ergonomic assessment, if necessary		
	Review the process for reporting hazards, near misses, injuries and illnesses		
	Job / task specific training		
	Introduce new employee to the Emergency personnel for the work location		
	Review emergency response procedures		
	Advise Emergency personnel if employee is classified as a "Person Requiring Assistance"		
	Review First Aid Kit (location and contents) and first aid procedures		
	Introduce to designated first aid employee		
	Review Health and Safety Bulletin Board and discuss contents		
	Review and train on the following procedures: <ul style="list-style-type: none"> <input type="checkbox"/> Visitor Safety Policy <input type="checkbox"/> Emergency Plan <input type="checkbox"/> Purchasing Policy <input type="checkbox"/> Personal Protective Equipment Policy <input type="checkbox"/> Pre-Use Inspection Policy <input type="checkbox"/> Preventative Maintenance Policy <input type="checkbox"/> Field Employee Manual (if applicable) <input type="checkbox"/> Off-the-Job Safety Program Plan <input type="checkbox"/> RTW Program <input type="checkbox"/> Material Handling 		
	Explain the workplace inspection program		
	Introduction to the Joint Health and Safety Committee and / or Health and Safety Representative		
	Train in the applicable personal protective equipment the employee is required to wear.		
	Tour the facility and review emergency procedures and other workplace requirements. For example where personal protective equipment is required.		

Date of completion: ____/____/____ (D/M/Y)

Signature of Worker: _____

SAMPLE using TEMPLATE 2

Title: 6.1 (h) Training – Promotion / Transfer	Date of Issue: July 2005
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Location: all facilities	

Promotion / transfer orientation is required for employees who have been:

- Promoted from worker to a supervisory position, or
- Transferred from one job to another (regardless time in position)

Training requirements include:

- Review of operating instructions for equipment / process
- Identification of hazards and controls
- Review of any safe operating procedures

Training must be completed within the first month of employment in the new position. The department supervisor will conduct training.

A follow-up evaluation will be conducted after three months.

Records of training

All training will be recorded on the Orientation checklist. Training records will be kept in the employee personnel file.

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SAMPLE using TEMPLATE 2

Title: 6.1 (i) Training – Initial Job Instruction	Date of Issue: July 2005
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Employees will receive training for his / her assigned activities. This should include job tasks, processes and equipment.

Training requirements include:

- Review of operating instructions for equipment / process
- Identification of hazards and controls
- Review of any safe operating procedures

Training must be completed within the first month of employment in the new position. The department supervisor will conduct training.

Evaluation will be conducted after three months.

Records of training

All training will be recorded on the Orientation checklist. Training records will be kept in the employee personnel file.

Definition:

Activity A set of actions required to complete a job.

Qualified Person means a person because of knowledge, training and experience has acquired the skills to organize specific activities.

Qualified Worker A worker because of knowledge, training and experience has acquired the skills to perform specific activities.

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