

 <p>Confederation COLLEGE</p> <p>COLLEGE PRACTICE</p>	Number: 4-4-02	# of Pages: 4
	Originator:	Facilities Services
	Approved By:	College Planning Committee
	Replaces:	NEW
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HEALTH AND SAFETY TRAINING PRACTICE		

1. PURPOSE AND OBJECTIVES

The purpose of this procedure is to identify the duties, roles and responsibilities of workplace parties in ensuring that the health and safety training program is effective and is in compliance with applicable federal and provincial regulatory requirements.

The objectives of this procedure are to:

- identify who is responsible for conducting training,
- establish who is responsible for determining the level and type of training required,
- identify the timeframes for health and safety training, and
- identify who requires health and safety training.

2. TYPES OF TRAINING

There are two types of health and safety training for employees: generic and workplace-specific.

There is also training for health and safety partners: for members of the Joint Health and Safety Committees, for Health and Safety Representatives, for Designated First Aiders and for Fire Wardens.

2.1 Generic Health and Safety Training

The Public Safety area of Facilities Services develops and/or facilitates generic health and safety training for College employees. Examples of generic health and safety training include: “Health & Safety for Everyone: Employee Health and Safety Orientation”, “Leading the Safe & Healthy Learning Community: Health & Safety for Managers”, and “WHMIS Orientation and Introduction to On-line Training”.

For more information on general health and safety training, please refer to the [“Health and Safety Training Matrix.”](#)

2.2 Workplace-Specific Health and Safety Training

Workplace-specific health and safety training is specific to the department, school or program in which the employee works. Initial workplace-specific training, focusing on the knowledge that the employee requires to perform assigned duties safely needs to be completed within two weeks of hire.

It is the responsibility of the manager to identify the training that is required in the workplace, based on his/her assessment of the hazards present in the workplace. It is the responsibility of the manager to ensure that the training occurs, as scheduled. In most cases, the training will consist of on-the-job instruction and demonstration, supplemented by written information, testing and checking/follow-up. It is the responsibility of the manager to document the content of the training, the testing procedure, and

the outcomes (i.e. confirming that the employee has understood the content of the training, and is capable of using the content in conducting his/her assigned duties). The manager must ensure that the person training the employee is knowledgeable about the workplace and its hazards.

In some cases, the training may be facilitated through the Public Safety area of Facilities Services at the request of the manager. For example, an employee required to operate a college motor vehicle will be required to complete formal Defensive Driving training prior to operating the vehicle.

Subsequent workplace-specific training will occur when the hazards or controls present in the workplace change, or when an employee's assigned duties change.

Specific training includes but it is not limited to the following:

- identification of hazards in the workplace, including biological, chemical, ergonomic and physical hazards;
- control measures in place, including the use, care and storage of personal protective equipment;
- emergency procedures, including the use of emergency equipment (e.g. fire extinguishers, eyewash stations, emergency showers, first aid kits, etc.), and exit procedures;
- safe operating procedures, including safe operating instructions for equipment; and
- WHMIS, including the location of Material Safety Data Sheets, workplace labelling requirements, storage, handling and disposal of chemicals.

2.3 Training for Health and Safety Partners

Training is required for our health and safety partners within the institution: individuals who take on health and safety roles on a volunteer basis. This includes volunteers in the following areas:

- members of Joint Health and Safety Committees;
- Health and Safety Representatives;
- Designated First Aiders; and
- Fire Wardens.

2.3.1 Training for Joint Occupational Health & Safety Committee Members and Health and Safety Representatives

At least one worker member and one management member on each Joint Health and Safety Committee must complete "Certification Training: Parts 1 and 2". Certification Training will be offered to other members of the Joint Health and Safety Committees and to Health and Safety Representatives, as seats area available.

In addition, all JHSC Committee members and all Health and Safety Representatives must complete the following courses offered through the Public Safety area of Facilities Services:

- workplace inspections (at Confederation College);
- investigation of occurrences (at Confederation College).

2.3.2 Training for Designated First Aiders

Designated First Aiders must complete standard first aid training, with Basic Rescuer (Level C) cardio-pulmonary resuscitation (CPR). In addition, Designated First Aiders must attend orientation sessions presented by the Public Safety area of Facilities Services.

2.3.3 Training for Fire Wardens

Fire Wardens must attend orientation sessions presented by the Public Safety area of Facilities Services.

3.0 RESPONSIBILITY FOR TRAINING

It is the responsibility of the President to ensure that the following individuals receive adequate health and safety training, commensurate with their responsibilities:

- all managers, including members of the Senior Team, and
- all non-management supervisors.

It is the responsibility of all managers to ensure that the following individuals reporting to them receive both generic and workplace-specific health and safety training:

- newly hired employees;
- supplied labour, such as Ontario Work Study Program employees hired through the Student Union of Confederation College Inc. (SUCCI);
- student employees (hired directly by the College);
- volunteers; and
- part-time, casual, contract and sessional employees.

It is the responsibility of the Manager, Health, Safety and Security to ensure that the following health and safety partners receive health and safety training:

- members of the Joint Occupational Health & Safety Committees;
- Health and Safety Representatives;
- Designated First Aiders; and
- Fire Wardens.

4. TRAINING REVIEW & REFRESHER TRAINING

Training provided to employees must remain current, and reflective of the hazards encountered in the workplace, and must meet legislative requirements. For this reason, training must be regularly reviewed.

Employees must remain competent in terms of their training. For this reason, refresher training will be required.

4.1 Training Review

Training must be reviewed by the manager:

- when legislation is updated;
- when employees are hired;
- when employees are transferred, or are assigned new duties;
- when employees are promoted;
- when employees have been on an extended absence (six months or longer) from the workplace;
- when equipment, processes or workplaces are modified;
- when hazards or controls change in the workplace;
- when a new hazard is brought into the workplace;
- at least annually; and
- at any other time, deemed necessary by the manager.

Competency for the job must be reviewed one to two months after initial hire or job change (i.e. confirming that the employee has understood the content of the training, and is capable of using the content in conducting his/her assigned duties).

4.2 Refresher Training:

Training must be re-taken or updated as outlined in the “Health and Safety Training Matrix”; as required by the manager; as specified by the Manager, Health, Safety and Security; or, according to changes in regulatory requirements.

5. DOCUMENTATION OF TRAINING

The content of generic training, the testing procedures and the training outcomes are documented by the manager and by the Manager, Health, Safety and Security.

Records of generic training sessions are kept on file with the individual, with the department/school and with Human Resources Services.

The content of workplace-specific training, the testing procedures and the outcomes will be documented by the manager, and in those cases when training is facilitated (e.g. through the Public Safety area of Facilities Services, etc.), by the department facilitating the training as well. It is the responsibility of the manager to confirm that the employee has understood the content of the training, and is capable of using the content in conducting his/her assigned duties.

Records of workplace-specific training sessions are kept on file with the individual, with the department/school and with Human Resources Services.

