

<i>The Town of Fort Frances</i>	SECTION HEALTH AND SAFETY
<u>HEALTH AND SAFETY TRAINING</u> <u>POLICY</u>	REVISED July 2004
Resolution No. 293 (consent) 07/04	Supercedes Resolution No.
Policy Number 5.2	PAGE 1 of 3

1. PURPOSE:

To develop guidelines to ensure all employees receive the proper training necessary for maintaining a safe work environment.

2. EFFECTIVE DATE

This policy comes into effect on July 26, 2004 and cancels and supercedes all previous Health and Safety Training policies.

3. RESPONSIBILITY:

- A. The supervisor is responsible for ensuring the employee receives all the necessary training, as defined in this policy.
- B. The Human Resources Manager is responsible for auditing the records for compliance.

4. PROCEDURE:

A. ORIENTATION:

- i. Each workplace and all Managers will be given a copy of the current Health & Safety Manual, which must be made accessible to all employees.
- ii. All employees will have access to the health and safety policy manual at any time and are strongly encouraged to review all of the policies.
- iii. The following areas will be reviewed in detail by the Human Resources Manager during the safety orientation:
 - (a) Health and Safety Policy
 - (b) Personal Protective Equipment Policy
 - (c) Individual Responsibility Policy
 - (e) Employee Accident / Incident Reporting
 - (f) Smoking Policy
 - (g) Reporting Hazardous Conditions
 - (h) Refusal to Work Policy
 - (i) Workplace Harassment policy

- iv. The following areas will be reviewed in detail by the direct supervisor during the safety orientation:
 - (a) Tour of department facilities
 - (b) Location of Fire Extinguishers / Exits
 - (c) Location of First Aid Stations
 - (d) Location and review of the Health and Safety bulletin board
 - (e) Location of MSDS Centre
 - (f) Location of Policy / Guideline Manual
 - (g) Clean-up rules (housekeeping)
 - (h) Specific health and safety guidelines for department
 - (i) Personal protective equipment
- 4. All employees will be shown by their supervisor or designate, proper safety procedures, specific to their job.

B. WHMIS:

- i. All workers will receive annual WHMIS training. This general training will include information on hazardous materials, labels, material safety data sheets, and health hazards.
- ii. Workplace specific training relating to the hazardous materials used in individual workplaces will be provided to workers in those workplaces whenever new products are introduced to the workplace or on an annual basis, whichever is less.
- iii. Material Safety Data Sheets will be kept at each workplace for the hazardous materials present in that workplace. They shall be accessible to all employees and shall be unexpired (less than three (3) years old).

C. FIRST AID:

- i. The Town will provide training, supplies, and equipment as required, in order to maintain compliance with the applicable regulations under the Workplace Safety and Insurance Act.

D. PERSONAL PROTECTIVE EQUIPMENT:

- i. Employees will be provided with and instructed in the use and care of all personal protective equipment required for their work.

E. FIRE AND EMERGENCY PROCEDURES:

- i. All employees will be shown the location of fire alarm pull stations and fire extinguishers and employees will be instructed in the proper use of fire extinguishers.

- ii. All employees will be instructed in emergency evacuation of their workplace and practice evacuations will be conducted at least annually.

F. TRAINING PROGRAMS:

- i. Health and Safety Committee members will be encouraged to attend health and safety seminars and workshops to keep their knowledge current.
- ii. Senior management, Managers, and supervisors will attend relevant health and safety seminars and workshops to provide them with the basic knowledge and skills necessary to ensure compliance with the legislation.
- iii. All staff training will be documented and records will be maintained by the Human Resources Manager.