

Section 15 - Training

PURPOSE	Ongoing training and education will be used to ensure that all management staff and workers receive the appropriate training to supervise and/or perform their jobs safely.
SCOPE	Training and education will enhance our staff's knowledge and in turn provide them with the knowledge and skills required to implement sound accident prevention strategies.

RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Schedule all required training with applicable workers, Supervisors and managers.
- Maintain records of all completed training program and record completion dates on a training matrix.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Assist in developing corporate health and safety training documentation, policies and procedures where required.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

Senior Management Responsibilities:

- Ensure all company employees receive the appropriate training and workplace specific overviews.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Ensure that the equipment, materials and protective devices are provided, maintained in good condition and used as prescribed.
- The measures and procedures prescribed are carried out in the workplace.

Supervisors Responsibilities:

- Assist in scheduling all required training with all applicable workers.
- Ensure site level training records are maintained and up to date.
- Ensure, where reasonably possible, that every Subcontractor, worker and visitor at the workplace complies with all Occupational Health and Safety Act and Regulations.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations;
- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the is aware of;
- Take every precaution reasonable in the circumstances for the protection of a worker.

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- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker.

Workers Responsibilities:

- Advise Supervisor of required or expired training requirements.
- Advise Supervisor if experiencing any difficulties with assigned tasks, or if assigned tasks are beyond perceived limitations or medically not capable of performing tasks.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations;
- Report to his or her Supervisor any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device;

PROCEDURE

The **Health and Safety Coordinator** with the assistance of the **Supervisor** will review documentation of recent training received by all members of the team and recorded with Training Documentation.

This training will be compared against our set minimum training requirements defined under our training matrix (**15-2 - Form**). Accordingly, the **Health and Safety Coordinator** will arrange appropriate training courses in a reasonable time to meet the legislative minimums and our minimum training requirements. Corporate training review will be conducted on an annual to review new or existing workers have all the required training completed.

NOTE: All supervisory staff will receive Ontario's Basic Health and Safety Awareness Training for Supervisors within one week of performing work as a supervisor.

NOTE: All workplace parties must participate in a workplace orientation consisting of a review of our Orientation Package consisting of at minimum our policies, Workplace Task Standards including our defined hazard assessments, rules, safe work practices, safe job procedures and standards.

DISTRIBUTION

Each will maintain copies of the documentation pertaining to the training requirements. All persons requiring training will receive written notification and attendance will be mandatory.

RECORDS

Training documentation must be maintained using our Training Documentation Form (**15-1 - Form**) for all training sessions and copies shall be provided to the Head Office for filing.