## HEALTH AND SAFETY EDUCATION AND TRAINING

PURPOSE

The purpose of this program is to ensure that workers are adequately trained to perform their work in a safe and healthy manner and that the training is up to date and reviewed when necessary.

POLICY

The Nova Scotia OHS Act requires employers to ensure that employees are provided with such information, instruction, training, supervision and facilities as are necessary for the health and safety of the employees.

SCOPE

This policy applies to all managers, management and workers.

RESPONSIBILITIES

**Employer**

* Identify and outline training requirements for all levels of workers within [Organization Name].
* Develop a written training program to identify minimum standards required for training.
* Ensure workers are trained in legislated health and safety responsibilities and industry standards.
* Provide adequate resources to support the training program.
* Ensure additional training is provided for those promoted or to those who assume responsibilities for a new position.
* Ensure a competent and qualified person(s) delivers all training.
* Ensure training requirements are identified and communicated for each site.
* Ensure accurate Records of Training (ROT) are recorded and kept on file.
* Ensure measurable results to ensure worker understanding of training delivered. This may be achieved through worker training evaluations, Management observations, workplace inspection observation or any other method approved by Management.
* Ensure development of a mechanism for workers to evaluate the value and effectiveness of training. This may be achieved through training quizzes, workplace inspections or any other method that may prove effective.
* Ensure workers are required to acknowledge receipt of training.
* Regularly evaluate training qualifications at all levels to ensure they are adequate and that they are current with legislated standards and best practices.
* Communicate minimum training requirements and health and safety expectations through a Health and Safety Orientation.
* Confirm that contractors ensure that their workers have adequate training as required by this policy or as identified on a project.
* When a worker is found to lack necessary training, ensure they receive the required training promptly.
* If a worker is found to be performing tasks not in line with safety or legal standards, take action to address the issue. This may involve removing the worker from the task until they can demonstrate compliance or providing additional training. For contractors and their workers, management may require removal from the project until proof of adequate training is provided.
* In cases where a worker refuses required training, management should handle the situation according to [Organization Name]'s progressive discipline policy.

**Worker**

* Participate in any safety meeting and or training required by [Organization Name].
* Comply, when required, to successfully complete a quiz or test to prove understanding.
* When required, provide written acknowledgement of receipt of information.
* Always carry proof of training on your person while on company equipment.
* Work in a manner consistent with company and training expectations.
* Report any infractions of the Occupational Health and Safety Act and applicable Regulations to Management.

**Joint Occupational Health and Safety Committee**

* Participate in the development of this program.
* Make recommendations to Management on all matters concerning the training of the worker, if needed.
* Accept responsibility for ensuring their workers are adequately trained.
* If a contractor or their workers are identified as lacking sufficient training or instruction, management reserves the right to request the worker's removal from the project until evidence of appropriate training is provided.

**Initial Assignment Orientation (Induction)**

All workers will receive a mandatory HSE orientation prior to job assignment and for returning workers or when changing roles. The orientation will address [Organization Name] HSE program, HSE-related expectations, and any site-specific HSE rules and procedures.

Contractor personnel will also receive HSE orientation prior to site work assignment.

PROCEDURE

* [Organization Name] will ensure that the annual training goals and objectives are identified.
* It will be Management 's responsibility to track the annual goals and objectives to ensure completion.
* Upon hiring, a worker will be required to participate in and, when required, successfully complete all components of [Organization Name] Health and Safety Worker Orientation.
* Through this process [Organization Name] will ensure that the worker has adequate skills and training for the position for which they have been hired.
* If a worker is found to be lacking in required skills, arrangements will be made by management to either provide, or arrange to have provided, the necessary training.
* A worker identified as lacking training may only perform tasks for [Organization Name] if those tasks do not necessitate the skills they lack training for. Management must ensure that Records of Training (ROT) and Training Records are recorded and maintained on file.
* [Organization Name] will monitor workplace inspections,to ensure workers are performing their duties in compliance with training standards.
* Management will reinforce training standards through safety talks or by any other means when and where necessary.
* Refreshers will be delivered to all workers as necessary.

COMMUNICATION

This program will be communicated to all workplace parties through safety meetings, orientation or by any other method determined by Management.

TRAINING

Training will be provided to workers through safety meetings, one-on-one training or through organized and topic- specific training such as first aid etc. or by any other means when and where necessary.

Whenever possible, training will include a theoretical and a practical component.

EVALUATION

Evaluation of the program will be done on an annual basis.