## REQUIRED TRAINING POLICY

[Organization Name] is committed to providing a safe working environment for all employees. [Organization Name] has established this Required Training Policy in accordance with the requirements set out by the Northwest Territories’ Health and Safety Regulations.   
  
POLICY   
  
The purpose of this policy and the training programs outlined within this policy is to ensure that all employees of [Organization Name] possess the required knowledge and skills to maintain a safe and healthy working environment.

The below training is in addition to the on-the-job orientation that [Organization Name] will provide to every new employee or employee who is starting new work tasks with which they are unfamiliar. The organization will ensure that employees are familiar with the following:

* procedures to be taken in the event of a fire or other emergency
* the location of first aid supplies, equipment and facilities
* identification of prohibited or restricted areas
* precautions to be taken for the protection of workers from hazardous substances
* procedures, plans, policies and programs that apply to work at the worksite
* the identification of existing and potential hazards in the workplace
* the policy statements and procedures that the employer has developed and implemented for the prevention of injuries in the workplace
* the appropriate response to incidents and injuries, including procedures for obtaining assistance
* the procedures for reporting, investigating, and documenting incidents and injuries
* safety procedures for power tools and equipment
* safe use and care of personal protective equipment
* use of fire equipment, if necessary
* safety procedures when lifting/carrying heavy materials

In addition to the above, employees are also required to complete the below online training courses:

Basic Health and Safety Awareness Training for Employees:

All employees of [Organization Name] are required to complete Basic Health and Safety Awareness Training for Workers course, within the first [Insert # of days/weeks] of beginning their employment with the employer.   
  
Additional Required Training for Employees:   
  
In addition to the Basic Health and Safety Awareness Training, the following training topics are mandatory for employees of [Organization Name]:

* Workplace Violence and Harassment- Employees must receive training on identifying, preventing, and responding to workplace violence and harassment.
* Workplace Hazardous Materials Information System (WHMIS): Employees must receive training on WHMIS to ensure they understand the hazards associated with hazardous materials in the workplace and how to handle and store them safely.

Additional Required Training for Supervisors

In addition to the basic health and safety awareness training, supervisors must also receive training on additional sources of information on occupational health and safety. The following training topics will also be included in supervisor training:

* Company-specific occupational health and safety policies, programs and procedures
* Violence and Harassment Training
* Safety Data Sheets
* Operating and maintenance manuals for any equipment
* Recommendations from employees
* Inspections, incident reporting and investigation process

Record Keeping

[Organization Name] is responsible for maintaining accurate records of all training provided to workers and supervisors. These records will include details such as the date of training, topics covered, and the names of individuals who completed the training. The records will be securely stored and readily accessible for inspection purposes. Refresher training may be provided as necessary at any time and records will be maintained for all employees who receive additional training.