

## **PLAN FOR TRAINING WORKERS AND SUPERVISORS IN SAFE WORK PRACTICES AND PROCEDURES**

### **POLICY STATEMENT**

#### **The Seven Oaks School Division shall:**

- Supervise the training plan.
- Work with the Safety and Health Steering Committee.
- Maintain training records of supervisors, workers, committee members.

### **RESPONSIBILITIES**

#### **Seven Oaks School Division:**

- Assess training needs.
- Ensure training is delivered.
- Assign responsibilities for development and delivery of training.
- Monitor the effectiveness of the training.
- Provide current training.

#### **Safety and Health Steering Committee:**

- Work with Seven Oaks to set up training.
- Help Seven Oaks promote training.
- Make sure co-chairpersons and members are trained in their roles and functions of the committee.
- Recommend how training and information should be delivered.
- Audit training for effectiveness.

#### **Employees to be Trained:**

- Managers, Principals, Vice-Principals.
- Supervisors, Directors.
- Safety and Health Committees.
- Volunteers.

#### **Training Implementation:**

- At the commencement of employment.
- When reassigned or transferred to a new job.
- When new equipment, processes, or procedures are introduced.
- When performance does not meet safety and health requirements.
- When planning must be done for non-routine tasks.

**Worker Orientation Training:**

- Safe work procedures.
- How to protect themselves and others from workplace hazards.
- Fire and emergency procedures.
- First aid equipment, names of trained first aiders.
- Rules on prohibited or restricted areas, tools, equipment.
- Worker roles within the safety and health program.
- The content of policies in our safety and health plan.
- General requirements to meet the Workplace Safety and Health Act (workers' rights and responsibilities).
- Proper use of Personal Protective Equipment (PPE).
- WHMIS.

**Supervisor Training:**

- All of the training given to workers.
- Additional training including:
  - Applicable sections of the Workplace Safety and Health Act.
  - Safe handling, use, storage, production and disposal of substances.
  - How to carry out applicable job procedures.
  - PPE overview.
  - Emergency procedures.
  - Their role in supporting Workplace Safety and Health committees.
  - Required knowledge to ensure safety and health of workers under their supervision.
  - Training to instruct workers in health and safety.
  - To be able to explain why each step in a safe work procedure must be followed.

**Committee Member Training:**

- Attendance at two Seven Oaks School Division Workplace Safety and Health training sessions yearly.
  - Training to take place during normal working day, with pay.
  - Training is to be industry specific.
  - Training should include: how to conduct inspections, hazard identification, accident/incident investigation, emergencies, WHMIS, program assessment, legislation.

**Volunteers and Contractors:**

- Seven Oaks School Division Safety and Health requirements.
- Legislation, rules and safe work procedures.
- Content of Seven Oaks School Division's Safety and Health Plan.