

POLICY	
Policy Number: HS2020-034	Date Approved: August 2007
Department: Health and Safety	Date Reviewed: October 2020
Health and Safety Orientation and Training	

### 1. Policy Statement

Prior to their first shift of work the Town of Kirkland Lake (the Corporation) shall conduct health and safety orientation for all new employees, existing employees starting a different job, being transferred or returning from an extended absence.

### 2. Purpose

Orientation provides new employees and/or existing employees starting a different job, being transferred, returning from an extended absence with the tools to perform their jobs while promoting health and safety awareness for the protection of those workers. Training is a control to prevent injury and damages in the workplace. Our comprehensive training program is designed to prevent or reduce the frequency of injury and severity if an injury should occur.

### 3. Scope

New and current employees, students, supplied labour, full and part time and/or existing employees starting a different job, being transferred or returning from an extended absence.

### 4. Definitions

Not Applicable

### 5. Policy & Procedures

#### **Responsibilities**

#### ***The CAO shall:***

- Provide orientation and educational materials to protect the Health & Safety of all employees.

- Ensure an Annual Health and Safety Training Needs Analysis is completed in the first quarter of the year.
- Determine how training will be delivered.
- Include training needs in the annual continuous improvement plan (CIP).
- Establish training objectives.
- Ensure all Records of Certification and Competencies are up to date and kept on file.

***Department Heads/Supervisors shall:***

- Provide information, instruction and competent supervision to protect the health and safety of all employees and shall ensure that safety, health and wellness issues are addressed during orientation.
- Be responsible for ensuring all Employees are properly trained.
- Review and audit the employees' knowledge and ability to perform the task safely through Job Observations.
- Assist the CAO in the annual review of Health and Safety Training Needs Analysis.
- Annually review all records of Certification and Competencies and ensure they are up to date and on file.
- Provide all employees with initial job instructions during orientation and as required in refresher training and properly document all completed training.

***Safety Coordinator shall:***

- Coordinate the scheduling and delivery of orientation process.
- Ensure that all health & safety and wellness issues are addressed during orientation.
- Complete the Mandatory Training for New Employees Form

***Employees***

The employees will:

- Participate in the Health and Safety orientation process.
- Use orientation training diligently in keeping the workplace healthy and safe.

## **Procedure**

### ***Health and Safety Training Needs Analysis will be conducted:***

- On an Annual basis in the first quarter by the CAO in cooperation with the Safety Coordinator.
- Before any new equipment (Pre-Use Inspection) is purchased for operation by an Employee of the Corporation.
- Upon the implementation of any new Legislated requirement.

As a result of the above noted Health & Safety Training Needs Review, the Corporation will establish appropriate training.

### ***Training***

- Employees will receive training on the legislative requirements and hazards that they are expose to.
- Employees with specialized job assignments (non-routine work) outside the normal job classification will be assigned additional training requirements, as needed.
- Managers/Supervisors and Members of the Safety Committee will receive enhanced training on Safety Committees and how they function, Workplace Inspections and Injury / Incident Investigations to ensure that they are fully capable of performing their roles and responsibilities within the Health and Safety Program

Topics include but are not limited to:

- Legislated Health and Safety Responsibilities;
- H&S rules for the workplace;
- Right to Refuse Work;
- Right to Participate (Safety Committee);
- Right to Know;
- Health and Safety Policy;
- Early and Safe Return to Work;
- Workplace Violence and Harassment;
- Worker Awareness;

- Supervisor Competency;
- Reporting injuries/illnesses, hazards and near misses;
- Safety Committee/Safety Rep responsibilities;
- Work Refusal;
- WHMIS;
- Designated substances (as applicable);
- Material Handling;
- Emergency Response;
- Personal Protective Equipment (as applicable);
- Working at Heights (as applicable);
- Musculoskeletal Disorders (MSD);
- Working at Heights (as applicable).

***WHMIS Training***

- WHMIS training is required for all new Workers.
- Combination of Generic and Workplace specific training will be done.
- A yearly review of WHMIS training will be performed.
- Department specific (M)SDS sheets are to be placed in each department and all employees are instructed as to their purpose and usage on an annual basis or when new products arrive. This is for products used in each department.

***Certifications and Competencies***

Positions requiring Certifications/ Competencies:

Job Title	Certificates and Competencies

Employees who have the above listed responsibilities/tasks must demonstrate, on an annual basis that they possess the required licenses and/or certificates and are competent to perform their duties. A Record of Certificates and Competencies shall be kept in the employee's file.

***Employee Orientation for New Hires:***

New Hires shall receive Orientation Training and a workplace tour on or before they begin their first shift by the Department Head/Supervisor or designate. In addition to the training outlined in this policy, training shall consist of review of Hazards Assessment, Health & Safety Policy, Applicable Policies, Applicable Legislation and Regulations, Procedures, Safe Operating Practices. The workplace tour will include an introduction to the Safety Committee/Safety Rep and First Aider, as well as the locations of the emergency equipment and First Aid station. Periodic documented observations shall be conducted by the supervisor during the probationary period of hire to ensure an understanding of the skills attained during initial orientation training.

***Employee Orientation for Promotions, Transfers or Return from Extended Leave:***

Training is required for an employee who has been promoted from a worker to a supervisory position, transferred from one department to another regardless of how short the duration, been hired on a contract basis, is a student employee, supplied labour and/or an employee returning from an extended leave (1 year or more). The orientation and appropriate training shall take place prior to the employee performing the duties of their new position. Periodic documented observations shall be conducted during the probationary period for new hires or promoted or transferred employees.

***Initial Job Instruction***

- Employees will receive training on their job activities from their immediate Department Head/Supervisor on:
  - Equipment/Process operating instructions;
  - Manufacturer's Operating Manuals;
  - Safe Operating Practices(SOPs) found on- line under the SOP menu of the Health and Safety website.
- The Training will be delivered by one of the following ways:
  - Qualified competent person;

- On line training (use of the System 24-7 website).

The training will be conducted based on the schedule established by the reporting Department Head/Supervisor with review and follow up conducted within the first 30, 60 and 90 days of the probationary period. Training will be recorded and kept in the employee's file.

## **6. Summary**

### **Evaluation**

An evaluation of training will be conducted annually and/or as required by the Department Head/Supervisor who shall observe safe work practices and procedures during the monthly workplace inspection.

### **Legislation/Standards**

Ontario Occupational Health and Safety Act

Workplace Safety and Insurance Act