# Safety Training Program

*This template has been developed as a starting point and must be customized with company-specific information. Ensure wording reflects the intent and commitment to implement what is described.*

[COMPANY] commits to ensuring that all employees possess the training and instruction required to perform their work in a competent and safe manner. Training and instruction provided will include safety orientation, job-specific training, and ongoing training. The training standards will meet the requirements of regulatory agencies and industry standards. [COMPANY] will provide all training deemed necessary to enable its employees to meet those standards and any resources that will support the continuous upkeep of their training.

The scope of the safety training program encompasses all safety-related training. This program mainly affects [COMPANY] employees, however, contractors may be included in job-specific training if deemed necessary by the Owner.

This program is in accordance with the Occupational Health and Safety Regulation, Part 3: *Rights and Responsibilities*, Sections 3.22-3.25 regarding Young or New Workers.

There are other sections of the OHS Regulation that require training to be conducted. These types of training are addressed in the training matrix, which references applicable regulatory requirements.

## Roles and Responsibilities

The **Employer** is responsible for:

* Providing all applicable training and education to their workers
* Ensuring that resources are made available for training (i.e. available time, tools, etc.)

**Managers/Supervisors** are responsible for:

* Ensuring that all required training is being conducted on schedule as per the training matrix
* Ensuring that resources are made available for safety training to take place
* Ensuring that trainees complete their required training and their competency is tested
* Providing feedback to the Owner/senior manager and Worker Health and Safety Representative regarding training effectiveness, competency testing and training needs
* Participating in orientations, job-specific training or ongoing training, as needed

**Workers** and **Contractors** are responsible for:

* Completing all offered training as scheduled
* Preparing for and undergoing applicable competency testing for completed training
* Providing copies of certifications, training records and other training documentation as required

The **Worker Health and Safety Representative** is responsible for:

* Monitoring the completion of all health and safety training
* Providing updates when training has been completed

## Safety Orientation

All new employees undergo a new employee orientation process as soon as they begin employment and before they are assigned their duties. This orientation includes the topics that fulfill legislative requirements as well as topics specific to the company.

The orientation agenda contains, at a minimum, the following components relating to health and safety:

* The company’s Health and Safety Program
* Contact information for their supervisor
* Roles and responsibilities, including rights and duties under the Workers Compensation Act and the OHS Regulation such as the reporting of unsafe conditions and the right to refuse unsafe work
* Workplace safety rules
* A description of the main site-specific hazards present in all plants
* Working alone or in isolation
* Violence in the workplace
* Personal protective equipment
* Location of first aid facilities, as well as the means of summoning first aid and reporting injuries
* Evacuation and emergency response procedures
* Training on safe work procedures for tasks included in the new employee’s job position
* WHMIS education
* Contact information for the Worker Health and Safety Representative

## Job-Specific Training

[COMPANY] provides training for job-specific tasks, as indicated in the Training Matrix, which include topics relevant to their job requirements and the area in which they are working. The Training Matrix indicates the training required for each job position, as well as the frequency for re-training, and the legislative requirements it fulfills.

## Ongoing Training

Some topics require training that is conducted on an ongoing basis, either to maintain certification or to ensure that trainees are kept up-to-date with continuous changes in working conditions. Ongoing training provided by [COMPANY] as indicated in the training matrix are: WHMIS, mobile equipment (i.e. forklift operator certification), first aid attendant certification, and Worker Health and Safety Representative training.

## Recordkeeping

Certificates and training records will be maintained by the Owner/senior manager as part of due diligence.

## Program Review

This program will be reviewed by both the Owner/senior manager and the Worker Health and Safety Representative every year. It may also be reviewed at any time if:

* There are changes to the regulations that affect the program,
* If there is a major change in operations (i.e., new equipment, processes, materials),
* An incident or serious near miss occurs, or
* The program is not working effectively.

## Document History

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| --- | --- | --- | --- |
| Version No. | Revision Date | Revision completed by | Reason for Revision |
| 1 |  |  | New Program |
| 2 |  |  |  |

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| --- | --- |
| Date approved: | Approved by: |
| [DATE] | [NAME], [TITLE] |