

General Worker Safety Training & Education Policy



This Model Policy is based on BC requirements. But while it needs to be adapted based on the specific training requirements of your own jurisdiction, e.g., with respect to training of young and new workers, the approach of devising training profiles is a best practice followed in all parts of the country.

1. PURPOSE

ABC Company has adopted this Policy to ensure that all workers receive the necessary information, training, instruction, and supervision they need to perform their job duties safely and ensure the health and safety of others in the workplace in accordance with the BC *Workers Compensation Act* (“OHS Act”), the *Occupational Health and Safety Regulation* (“Regulation”), the ABC Company Occupational Health and Safety Program (“OHS Program”), and other applicable requirements and standards.

2. DEFINITIONS

For purposes of this Policy:

- **“New worker”** means any worker who is:
 - New to the workplace;
 - Returning to a workplace where the hazards in that workplace have changed during the worker’s absence;
 - Affected by a change in the hazards of a

workplace; or

- Relocated to a new workplace if the hazards in that workplace are different from the hazards in the worker's previous workplace;
- **"PPE"** means personal protective equipment;
- **"Qualified"** means being knowledgeable of the work, the hazards involved, and the means to control them by reason of education, training, and/or experience;
- **"Supervisor"** means a person who instructs, directs, and controls workers in the performance of their duties;
- **"Workplace"** means any place where a worker is or is likely to be engaged in any work and includes any vessel, vehicle, or mobile equipment used by a worker in work;
- **"Young worker"** means a worker under age 25.

3. POLICY STATEMENT

The purpose of the OHS Program is to identify and assess job hazards and determine the controls necessary to eliminate or minimize them. And while each hazard requires different control measures, ABC Company recognizes that providing workers proper safety training is essential to protect them any and all health and safety hazards they face on the job and has developed this Policy to ensure they receive it.

4. GENERAL TRAINING APPROACH

To implement this Policy, ABC Company has created a list of specific health and safety training requirements for each job classification in the workplace based upon a profile of the tasks and hazards associated with the job classification. All workers classified under the requirements, including but not limited to new and young workers, workers who are members of the workplace Joint Health and Safety Committee ("Safety Committee") or as Health and Safety Representative ("Safety Representative") will receive training as per their position profile.

5. ROLES & RESPONSIBILITIES

5.1. ABC Company

The owners, corporate officers and directors, upper managers, and other representatives of ABC Company who may be defined as an “employer” under the OHS Act are responsible for development, implementation, oversight and review of this Policy, including:

- Providing the resources necessary to effectively implement this Policy;
- Ensuring that the annual training needs analysis required by this Policy is completed;
- Ensuring that the competency records required by this Policy are retained, kept up to date, and made readily accessible to affected personnel and government safety officials;
- Ensuring that all managers, supervisors, and workers complete their required training as per this Policy;
- Personally receiving and applying whatever safety training they are required to complete under this Policy; and
- Monitoring this Policy.

5.2. Safety Coordinator

The ABC Company Safety Coordinator, facility manager, or other individual responsible for safety at the workplace is responsible for the day-to-day implementation of this Policy, including:

- Completing the annual training needs analysis required by this Policy;
- Retaining and updating the competency records required by this Policy;
- Verifying that all managers, supervisors, and workers complete their required training as per this Policy;
- Personally receiving and applying whatever safety

training they are required to complete under this Policy; and

- Monitoring this Policy.

5.3. Supervisors

Supervisors are responsible for ensuring that the workers they direct, control, and oversee receive and apply the safety training required by this Policy. Specific duties of supervisors include:

- Reviewing each worker's knowledge, competence, and ability to perform assigned job tasks safely via job observation;
- Delivering safety orientation and initial training and Instruction to new and young workers;
- Delivering ongoing safety training to current workers;
- Documenting the delivery of such training;
- Holding workers accountable for following their safety training including via performance review and, if necessary, discipline;
- Participating in the completion or review of the annual safety training needs analysis if asked to do so;
- Annually reviewing all competency records to ensure they are up to date and made readily accessible to affected personnel and government safety officers;
- Personally receiving and applying their own safety training as per their training profile.

5.4. Workers

Workers are responsible for completing the safety training required for their position and actually applying that training on the job. New and young workers are responsible for completing and applying their required safety orientation training.

6. PROCEDURE

6.1. Training Needs Analysis

ABC Company, in consultation with the workplace Safety Committee, Safety Representative, or where no Committee or Representative exists, directly with the workers at the site, will conduct a written comprehensive training needs analysis review, which will be re-evaluated annually in January or February in consultation with the Safety Committee, Safety Representative, or where no such Committee or Representative exists, directly with the workers. Unscheduled reviews will also take place as needed in response to significant changes in work or workplace conditions or other indications suggesting the need for re-evaluation of current training needs, including:

- After injuries, illnesses, accidents, incidents, or near misses;
- Before deploying new machinery or equipment in the workplace;
- Before implementing new or revising current safe work procedures for the workplace;
- Before implementing staffing or personnel changes like deploying a new worker to a position that requires a special kind of competency;
- Before making significant changes to the work space or physical environment of the workplace;
- After receiving significant and credible complaints or concerns about the adequacy of current training;
- After changes to the OHS Act, Regulation, OHS Program, and other applicable requirements or standards affecting training or the provisions of this Policy.

6.2. Training Profiles for Each Job Classification

The findings from the above training needs review will be used to create a training profile for each job classification in the workplace. All workers must complete the training required for their job classification(s). Profiles will be adjusted

based on the results of the most recent training needs review. Workers assigned to perform specialized job assignments or other forms of non-routine work outside their normal job classification must successfully complete the training profile required for such work before carrying out those assignments. Members of the workplace Safety Committee or the Safety Representative will receive training to help them carry out their roles, responsibilities, and functions, including but not limited to:

- Performing workplace inspections; and
- Conducting injury/incident investigations.

Affected supervisors and managers may also receive the same enhanced training provided to Safety Committee members or the Safety Representative to the extent necessary to enable those supervisors and managers to work effectively with and support the work of the Safety Committee or Representative.

6.3. Legislative & Regulatory Training

In addition to identified hazards and prevention measures, worker training will cover:

- The rights and responsibilities of workers, supervisors, managers, employers, and others under the OHS Act and Regulation, including but not limited to workers' rights to refuse dangerous work under Section 3.12 of the Program;
- The OHS Program; and
- Workers' early and safe return-to-work obligations.

ABC Company or a designated representative will conduct ongoing review of the Act, Regulation, OHS Program, and other applicable requirements and standards to ensure training is kept current with rules. Managers/Supervisors will receive from ABC Company or the designated representative, updates of new and revised rules under the OHS Act, Regulation, OHS Program, and other applicable regulatory requirements and

standards affecting training requirements. As necessary, supervisors/managers will notify affected workers of any rules or revisions including via the delivery of Safety Talks and On-line Training.

6.4. Safety Orientation Training for New & Young Workers

Successful completion of safety orientation training is required for new and young workers before they can start the job, including but not limited to new and young workers:

- Hired on a contract basis;
- Hired as students;
- Who are apprentices, volunteers, or supplied labour.

Selection of content to be delivered in such training will be based on the new or young worker's job classification training profile but include, at a minimum:

- The name and contact information for the new or young worker's supervisor;
- The new or young workers' rights and duties under the OHS Act, Regulation, OHS Program, and other applicable regulatory requirements and standards;
- The duties of ABC Company under the OHS Act, Regulation, OHS Program, and other applicable regulatory requirements and standards;
- The OHS Program;
- The hazards to which the new or young worker may be exposed, including risks from robbery, assault, or confrontation;
- The rules for working alone or in isolation;
- Violence in the workplace;
- PPE;
- Location of first aid facilities and how to call for first aid;
- How to report injuries, illnesses, and hazards;
- The workplace emergency response and evacuation

procedures;

- Instructions and demonstration of the young or new worker's work task or work process;
- WHMIS Training to the extent the new or young worker is to work with or near a hazardous substance;
- Contact information for the workplace Safety Committee or Safety Representative; and
- Review of Hazard Assessment.

Safety orientation training will be conducted according to the schedule established by the reporting manager/supervisor with review and follow-up conducted within the first 30, 60, and 90 days of the probationary or initial employment period.

Supervisors/Managers will conduct periodic observations of new and young workers during the probationary period or, if the employment isn't probationary, for at least the first 90 days of employment, to ensure such workers have an understanding of their safety orientation training;

ABC Company will provide new or young workers additional orientation and training if:

- Workplace observation reveals that the young or new worker is unable to perform work tasks or processes safely; or
- The new or young worker requests additional training.

Supervisors/Managers will document the results of their post-orientation training monitoring.

6.5. Initial Job Safety Instruction

In addition to the above safety orientation training, new and young workers will receive as part of their initial training Initial instruction on the hazards and safety controls associated with their job activities.

Such instruction will be provided by the worker's immediate

manager/supervisor or a qualified training provider selected by ABC Company. The content of initial job safety instruction will be based on the Training Profile for the job classification to which the worker is assigned and include, at a minimum, review of:

- Equipment/Process operating instructions;
- Manufacturers' operating manuals;
- Safe work procedures;
- Proper use, care, and maintenance of required PPE.

The person(s) who delivers initial job safety instruction must make written records documenting the instruction provided.

7. PRIME CONTRACTORS, CONTRACTORS & SUBCONTRACTORS

All prime contractors, contractors, and subcontractor hired to perform work at an ABC Company workplace will be required to provide their own workers' suitable health and safety training in accordance with OHS requirements that is at least equivalent to that provided to ABC Company's owner personnel under this Policy and furnish ABC Company written documentation verifying that such training has or will be provided.

8. EVALUATION

ABC Company will, in consultation the workplace Safety Committee or Safety Representative, or where no Committee or Representative exists, directly with workers, review this Policy at least once a year and immediately in response to significant changes in work or workplace conditions or other indications suggesting the need for re-evaluation of current training initiative, including:

- After injuries, illnesses, accidents, incidents, or near misses;
- Before deploying new machinery or equipment;
- Before implementing new or revising current safe work

procedures for the workplace;

- Before implementing staffing or personnel changes like deploying a new worker to a position requiring special competency training;
- Before making significant changes to the work space or physical environment of the workplace;
- After receiving significant and credible complaints or concerns about the adequacy of current training;
- After changes to the OHS Act, Regulation, OHS and other applicable regulatory requirements or standards.