

Policy & Procedure Manual

**HEALTH AND SAFETY TRAINING PROGRAMS AND
RESPONSIBILITIES- HR-XI-8**

POLICY:

All newly hired employees will be required to attend currently legislated and/or best practice health and safety training programs and complete refresher training in the following areas: Workplace Hazardous Materials Information System 2015 (WHMIS), including GHS; Health and Safety Awareness/Health and Safety at Work; Violence and Harassment (including sexual harassment) Prevention, Back Health and Safe Lifting and Wellness and Injury Prevention review. Students/volunteers may be required to attend these training programs, depending on the placement parameters, such as length and purpose of placement and relevant educational courses related to their program.

All employees, students and volunteers will be required to practice healthy and safe work habits at all times and remain current with their training, as directed. Failure to remain current with health and safety training may result in inability to work.

PURPOSE:

1. To ensure employee, student and volunteer health and safety.
2. To ensure compliance with the Occupational Health & Safety Act.
3. To create a workplace culture of safety.
4. To prevent and minimize the risk of injuries.
5. To provide education regarding safe workplace practices, including use of equipment.
6. To encourage participation in activities that promote wellness.

PROCEDURE:

In consultation with Human Resources, Directors/Managers/Supervisors of students/volunteers will determine the need for participation in the following training programs, however, for students/volunteers who will be required to lift/transfer, WIP training is mandatory. For purposes of the following procedures, where student/volunteer participation is required, the word "employee" shall also mean "student/volunteer".

Note: Delivery methods of training may vary and receive updates throughout the year.

A. Workplace Hazardous Materials Information System 2015 (WHMIS), including GHS (Globally Harmonized System)

Program overview: This training program will review the national communication system known as WHMIS 2015, including GHS, as set out in the Occupational Health and Safety Act, under Ontario Regulation 860. Hazard classes, Material Safety Data Sheets and labels will be reviewed in detail.

Initial Training:

1. Upon hire, each new employee will complete an online training for WHMIS 2015 including GHS. Participants must complete a quiz, which will be recorded on the computerized file and kept in training files. If the employee achieves less than 80%, the instructor will discuss any specific concerns with the employee and a re-write will be completed.
2. Employees deemed to attend who fail to complete this training will not be scheduled to work until they have done so. In exceptional circumstances, the Director can give approval for the employee to work on the basis the worker completes the training program within an established period of time.

B. Health and Safety Awareness/Health and Safety at Work

Program Overview: The Health and Safety Awareness training programs review the Occupational Health and Safety Act, including duties, responsibilities and rights, Ministry of Labour Health and Safety Awareness, routine practices for infection control and hazard awareness. The Health and Safety at Work training includes OPTIONS NORTHWEST Health and Safety Policies, the Internal Responsibility System, Incident Reporting and follow up, Health and Safety Committees and Representatives and Emergency Preparedness.

Initial Training:

1. Upon hire, each new employee will complete online and in class training regarding Health and Safety Awareness and Health and Safety at Work training. Participants must complete a quiz, which will be recorded on the computerized file and kept in training files. If the employee achieves less than 80%, the instructor will discuss any specific concerns with the employee and make note, and for a score of less than 70%, a re-write will be completed.
2. Employees who fail to complete this training will not be scheduled to work until they have done so. In exceptional circumstances, the Director can give approval for the employee to work on the basis the employee completes the full training program within an established period of time.

C. Violence and Harassment Prevention

Program overview: This training program will review responsibilities for violence and harassment (including sexual harassment) prevention under the Occupational Health and Safety Act, under Part III.0.1. Employees will gain a clear understanding of OPTIONS NORTHWEST policies and procedures on this subject matter and learn how to respond in the event of an act of violence or harassment (including sexual harassment), how to report and how the employer will investigate and deal with such situations.

Initial Training:

1. Upon hire, each new employee will complete an online training for Violence and Harassment. Participants must complete a quiz, which will be recorded on the computerized file and kept in training files. If the employee achieves less than 80%, the instructor will discuss any specific concerns with the employee and make note of the discussion. If the employee achieves less than 70% a re-write will be completed.
2. Employees who fail to complete this training will not be scheduled to work until they have done so. In exceptional circumstances, the Director can give approval for the employee to work on the basis the employee complete the training program within an established period of time.

D. Back Health and Safe Lifting

Program Overview: This training program reviews proper posture and body mechanics, slips, trips, and falls prevention, information and tips regarding general wellness, including stress reduction/exercise benefits, and lifting techniques and assistive devices information and demonstration.

Initial Training:

1. Upon hire, each new employee will be scheduled for and must attend the Back Health and Safe Lifting training. Participants must complete a quiz, which will be recorded on the computerized file and kept in training files. If the employee achieves less than 80%, the instructor will discuss any specific concerns with the employee and make note of the discussion. If the employee achieves less than 70% a re-write will be completed.
2. Employees who fail to complete this training will not be scheduled to work until they have done so. In exceptional circumstances, the Director can give approval for the employee to work on the basis the worker attends the next scheduled training program, however, in no circumstances will a new employee perform lifts, transfers or repositioning until such training has occurred.

Refresher Training for WHMIS 2015 including GHS, Health & Safety Awareness/Health and Safety at Work and Violence and Harassment Prevention:

All Employees – WHMIS 2015 including GHS and Health and Safety Awareness:

1. On an annual basis, all employees shall complete a WHMIS 2015 including GHS and Health & Safety Awareness quiz, which shall include questions from the preceding training programs.
2. All completed quizzes must be forwarded by the end of the calendar year, to the Human Resources and Training Advisor, who will be responsible for marking the quiz and updating the information in the Human Resources Information System. Should the employee achieve a score of less than 80%, the Supervisor/Manager/Director will be advised. The Human Resources and Training Advisor will send the Supervisor/Manager/Director the employees quiz, a new quiz to complete if they achieved less than 70%, and answer sheet to discuss the areas of concern with the employee. The Supervisor/Manager/Director will make note of the discussion on the quiz regarding the areas of concern. If the employees score is less than 70%, a full rewrite will also be required.
3. All quizzes shall then be filed in the employee training file and the previous year's quiz shall be archived for a maximum of five years.

Direct Support Professionals – Group Living/Intensive Support/SIL – Wellness and Injury Prevention:

1. On an annual basis, all DSP, GL, IS, and SIL employees will be required to review designated segments of a training DVD (covering slings and other lift devices) and complete and submit a quiz to their Supervisor.
2. All completed quizzes must be forwarded, by the end of calendar year to the Human Resources and Training Advisor for marking and updating the information in the Human Resources Information System. The quiz shall be filed in the employees training file and the previous year's quiz shall be archived for a maximum of five years. If the employee achieves less than 80% the Human Resources and Training Advisor will advise the Supervisor who will discuss any specific concerns with the employee and make note of such. If the employee score is less than 70%, the Human Resources and Training Advisor will send the Supervisor a new quiz for the employee and a full rewrite will be required.

Responsibilities:

HEALTH AND SAFETY COORDINATOR:

- Develops annual and refresher health and safety training programs and quizzes, consulting others, as appropriate, including Health and Safety representatives, JHSC members, and the Occupational Therapist, Human Resources Director, and Human Resources and Training Advisor
- Works with the Human Resources and Training Advisor to distribute quizzes in January of each year to Supervisors/Managers/Directors/Employees
- Provides guidance and assistance to Supervisors/Managers/Directors/employees regarding the WHMIS 2015 including GHS and Health and Safety Awareness training

ALL EMPLOYEES (including students & volunteers):

- Participates in all required Health and Safety training programs as scheduled and completes all refresher training
- Maintains awareness and knowledge of health and safety training, follows all policies, procedures and safe work practices, as directed
- Co-operates with one another in the performance of all tasks to minimize and prevent the risk of injury

SUPERVISORS/MANAGERS/DIRECTORS:

- Working with the Human Resources and Training Advisor, ensures that employees receive proper health and safety training, as required
- Working with the Human Resources and Training Advisor, ensures distribution of refresher training quizzes to all employees each year, as necessary
- Working with the Human Resources and Training Advisor, ensures all employees complete required refresher training each year
- Reviews, discussing any areas of concern and submits quizzes for marking, recording, and filing (issues re-writes for scores of less than 70%)
- Assesses and monitors employee health and safety work performance
- Ensures that an appropriate written referral is made when performance of a task, use of equipment is of concern or considered unsafe, or when person specific health and safety training is required, and ensures recommendations from referrals are implemented, as agreed to
- Provides guidance on health and safety matters
- Takes every precaution reasonable in the circumstances for the protection of the worker

RECOMMENDED BY: Director, Human Resources and
Coordinator, Health and Safety

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources,
Community Services (all)

ORIGINAL POLICY DATE: May 1995

AUTHORIZED BY: Executive Director

SIGNATURE: 