

THE TOWN OF FORT FRANCES

Section: Health and Safety

Policy: Health & Safety Orientation & Training

Creation Date: July 2004

Revised Date: September 2013

Resolution Number: 1114 (consent) 10/13

Supersedes Resolution Number: 293 (consent) 07/04

Policy Number: 5.2

1. **PURPOSE:**

To develop guidelines to ensure all employees receive the proper orientation and training necessary for maintaining a safe work environment.

2. **RESPONSIBILITY:**

- A. The supervisor is responsible for ensuring the employee receives all the necessary orientation and training, as defined in this policy.
- B. The Human Resources Manager is responsible for auditing the records for compliance.

3. **PROCEDURE:**

A. **ORIENTATION:**

- i. The up to date health and safety manual is available through the Town of Fort Frances website under the Human Resources Department.
- ii. The following areas will be reviewed in detail by the Human Resources Manager during the safety orientation:
 - (a) Health and Safety Policy
 - (b) Personal Protective Equipment Policy
 - (c) Individual Responsibility Policy
 - (e) Employee Accident / Incident Reporting
 - (f) Smoking Policy
 - (g) Reporting Hazardous Conditions
 - (h) Refusal to Work Policy
 - (i) Workplace Violence and Harassment policy and procedure
- iii. The following areas will be reviewed in detail by the direct supervisor during the safety orientation:
 - (a) Tour of department facilities
 - (b) Location of Fire Extinguishers / Exits

- (c) Location of First Aid Stations
- (d) Location and review of the Health and Safety bulletin board
- (e) Location of MSDS Centre
- (f) Clean-up rules (housekeeping)
- (g) Specific health and safety guidelines for department
- (h) Personal protective equipment

4. All employees will be shown by their supervisor or designate, proper safety procedures, specific to their job.

B. WHMIS:

- i. All workers will receive WHMIS training. This general training will include information on hazardous materials, labels, material safety data sheets, and health hazards.
- ii. Workplace specific training relating to the hazardous materials used in individual workplaces will be provided to workers in those workplaces whenever new products are introduced to the workplace or on an annual basis, whichever is less.
- iii. Material Safety Data Sheets will be kept at each workplace for the hazardous materials present in that workplace. They shall be accessible to all employees and shall be unexpired (less than three (3) years old).

C. FIRST AID:

- i. The Town will provide training, supplies, and equipment as required, in order to maintain compliance with the applicable regulations under the Act.

D. PERSONAL PROTECTIVE EQUIPMENT:

- i. Employees will be provided with and instructed in the use and care of all personal protective equipment required for their work prior to the commencement of their work.

E. FIRE AND EMERGENCY PROCEDURES:

- i. All employees will be shown the location of fire alarm pull stations and fire extinguishers and employees will be instructed in the proper use of fire extinguishers.
- ii. All employees will be instructed in emergency evacuation of their workplace and practice evacuations will be conducted at least annually.

F. TRAINING PROGRAMS:

- i. Health and Safety Committee members will be encouraged to attend health and safety seminars and workshops to keep their knowledge current.
- ii. Senior management, Managers, and supervisors will attend relevant health and safety seminars and workshops to provide them with the basic knowledge and skills necessary to ensure compliance with the legislation.
- iii. All staff training will be documented and records will be maintained by the Human Resources Manager.