

# EMPLOYEE HEALTH AND SAFETY TRAINING



## HEALTH AND SAFETY PROCEDURE

No.: **H&S 5.2**

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Any omissions or correction should be brought to the attention of the Originator.

### Overview

This Procedure is in compliance with the City of Vaughan's Corporate Occupational Health and Safety Policy.

The City of Vaughan shall ensure all employees are familiar with hazards associated in their operation as well as Occupational Health and Safety Act requirements to reduce the potential for accidents that may cause injury or illness and/or equipment damage in the workplace.

### Purpose

To provide workplace health and safety hazard education to all employees in the workplace.

### Definitions

**Initial Training:** Initial training requires the Supervisor or Department to ensure the worker receives training/instruction on the topic prior to commencing work.

**Specific Hands on Training:** Requires the Supervisor to provide and/or physically show the worker specific instructions on the topic as it relates to the Department's operation.

### Responsibilities

City of Vaughan Commissioners, Directors, Managers and Supervisors must ensure that all:

1. New, transferred or returning employees receive Specific and General Health and Safety Orientation Training. Review HS 5.1 – New or Transferred Employee Orientation procedure.

Originator:

Frank Kraljevic  
HR Specialist, Workplace Health & Safety

Reviewed By:

Demetre Rigakos,  
Manager of Compensation, Benefits and Health & Safety

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2. Coordinate with Human Resources, Health and Safety Team o arrange for General Employee Orientation training or arrange to have new, transferred or returning staff attend scheduled general health and safety training.
3. Conduct in-service training activities/instruction for review, and/or to address new hazards identified within the scope of the employees work
4. Each Department is responsible to determine what hazards are evident within the scope of work within the department and provide training to staff on any identified hazards. Each Department will be required to maintain records of training for each employee within the Department for auditing and review purposes.
5. Cooperate with HR Health and Safety Team of the Human Resources Department when training recommendations are indicated.

Human Resources, Health and Wellness Team will provide:

1. Provide regular safety training sessions of a general interest.
2. Distribute a schedule of training sessions for all staff.
3. Coordinate with Commissioners, Directors, Department heads and Managers/Supervisors to provide employee orientation safety training.
4. Provide assistance, where needed, for development, and/or coordination for specific training needs.
5. Maintain a safety training video library for City of Vaughan Department/staff use.
6. Review and evaluate training programs, in order to address and educate staff in hazard awareness in the workplace.

Employees:

1. Attend safety training scheduled and participate in the activities.
2. Evaluate the effectiveness of the training classes and provide feedback for improvement, or indicate additional subjects of interest.
3. Ensure they understand the materials provided at training classes and apply the knowledge to job tasks. If the information provided is not understood, the employee(s) should notify the trainer and/or immediate supervisor of any uncertainties.

**Procedure:**

The Occupational Health and Safety Act (OSHA) require employers to follow established safe work procedures. The requirement assumes that employees have been instructed and that it

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is the employer's duty to ensure that they have been. To meet OSHA obligation, and raise the level of safety awareness, education programs are required to instruct workers how to properly and safely perform work.

Safety Training for All Employees will be reviewed or required:

- a) Periodically by the Department (Quarterly and/or as needed) to determine if specific education, training or instruction on workplace hazards is needed (eg. WHMIS, fall arrest, office ergonomics etc). Refer to the attached training matrix below as a reference to various training requirements and expiration time lines. Please note, due to the diversity of work operations within the various departments, there may be additional training topics needed that are not listed below.
- b) Before a new process, or piece of equipment, is to be put into operation.
- c) Annually to maintain certification or competence.
- d) When situations call for pre-operations training, to ensure a safe operation or procedure.

### 3. Tool Box Talks

- a) Tool Box Talks should consist of a specific safety subject directly related to operational safety. The immediate supervisor and/or competent designate shall review corporate procedures related to a specific operation or to a specific hazard in an operation (ex. Heat stress, confined space, vehicle safety, etc..). Videos relating to the tool box talk can be signed out from the Health and Safety Team of the Human Resources

### **HEALTH AND SAFETY TRAINING MATRIX – BASIC COURSE DESCRIPTION**

The table below is intended to assist City of Vaughan Management staff with the identification of health and safety training requirements for staff in their departments. The table below addresses common regulatory OR hazard information requirements where other certain specific training requirements may not be listed below. The Health and Safety Team currently offers regularly scheduled training courses in some topics noted below. Refer to the Vibe, in the Human Resources Department under the Health and Safety heading for a list of training offered. For additional training assistance or requests, please contact your Human Resources HR Partner at 905 832-8563 or review the training resources section at the end of this procedure.

Topic	Brief Description of the Topic	Who requires it?	Expires (years)
AUTOMATED EXTERNAL DEFIBRILLATOR (AED)	Instruction and certification to use Medtronic AED units.	Required for First Aid Staff who are designated within a City facility or an employee required maintaining AED units within a facility. This topic is recommended for all staff.	2

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<b>Topic</b>	<b>Brief Description of the Topic</b>	<b>Who requires it?</b>	<b>Expires (years)</b>
ASBESTOS MANAGEMENT	Discussion of Type 1, 2 & 3 operations. Legislative requirements, safe handling.	Required for any City employee who is involved in asbestos type work 1 or 2. NOTE: Employees are prohibited from any type 3 asbestos removal.  Recommended for Management staff or Joint Health and Safety Committee members.	2
CONFINED SPACE ENTRY AND RESCUE	OHSA Regulations, hazard awareness, basic rescue and equipment overview.	Required for any employee who is involved in Confined Space work.  Recommended for Management staff who deal with any operations involving confined space work.  <i>***available with CEU credit for Public Works Staff***</i>	2
2 DAY COMPETENT SUPERVISOR FOR:  MANAGEMENT; <u>OR</u> STAFF IN SUPERVISORY ROLES  (eg. Lead hands) Refer to HS 5.3 Supervisor training procedure of this manual.	Employees in Supervisory roles need enhanced health and safety knowledge.	Required for any Management or Union employees who supervises workers, overlooks contractors, or acts as a Lead Hand.  Recommended for any staff in a supervisory role.	4
½ DAY COMPETENT SUPERVISOR REFRESHER FOR:  MANAGEMENT; <u>OR</u> STAFF IN SUPERVISORY ROLES  (e.g. Lead hands) Refer to HS 5.3 Supervisor training procedure of this manual	Employees in Supervisory roles who have attended the 2 day competent supervisor training and require refresher training.	Required for any Management or Union employees who supervises workers, overlooks contractors, or acts as a Lead Hand.  Recommended for any staff who may be temporarily acting in a supervisory role.	N/A
STANDARD FIRST AID & CPR LEVEL A – 2 Day	This session will provide employees the necessary information be able to provide first aid until Emergency Medical Services 9-1-1 arrive on the scene.	This training is required for employees who have been designated as a first aid representative for a City facility/department or outdoor city work crew.  Recommended for any staff who wish to become a designated first aid person for their facility or department.	3

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<b>Topic</b>	<b>Brief Description of the Topic</b>	<b>Who requires it?</b>	<b>Expires (years)</b>
HEALTH & SAFETY ORIENTATION	<p>General Overview of Corporations policies and legal rights and responsibilities.</p> <p>Conducted soon after the Supervisor completes the H&amp;S Specific Orientation Checklist with the new employee. The checklist must be completed before the employee begins any work.</p>	The training is required for all new, returning or transferred employees	N/A
LOCKOUT / TAG OUT	OHS Regulations and procedure overview.	<p>This training is required for any employees who are required de-energized equipment or processes or employees who oversee this work that involves lock out tag out.</p> <p>Recommended for Joint Health and Safety Committee members in gaining a better understanding of this process.</p>	2
PROPANE HANDLING	Safe handling and storage of propane fuel - hazard awareness, PPE.	This training is required for any employee who transports or works with propane cylinders in the workplace.	3
RESPIRATOR FIT TESTING	Ensuring the mask is a proper fit and type of mask being used is proper for the hazard, Inspection of mask for damage, cleaning and maintenance.	This training is required for any employee who is required to wear respirator equipment (eg. dust mask, half/full face cartridge mask) in the workplace.	3
TRAFFIC CONTROL/PROTECTION	Review legal requirements - Book 7 - general purpose of temporary traffic control - location and signaling - how to use manual and traffic control worksheet.	<p>This training is required for any supervisor or employee who is required to complete a traffic control plan, oversees traffic control or is involved in a flag man operation, and for employees who are directly involved or oversee contractors involved in traffic control set-up on municipal roadways or construction sites.</p> <p>Recommended for Joint Health and Safety Committee members who may be fielded question or concerns regarding traffic protection.</p>	3

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Topic	Brief Description of the Topic	Who requires it?	Expires (years)
TRANSPORTATION DANGEROUS GOODS	Classification of dangerous goods – responsibilities, reporting, placarding, and transportation. Examples of dangerous goods are explosives, compressed gas (such as oxygen, propane, aerosols), flammable liquids (such as paint, gasoline, diesel fuel), oxidizing substances, toxic substances corrosive substances, and miscellaneous goods that pose enough of a risk in transport to justify regulation	This training is required for employees who handle or transport dangerous goods on municipal roadways.  Recommended for Fleet Management staff.	3
GENERAL WHMIS	Identification of hazardous chemicals by code - understanding a MSDS WHMIS sheet - proper PPE - reaction plans for spills.	This training is required for any employee who works with or within close proximity to a controlled WHMIS product. This training is also required for employees who oversee others employees who work with or within close proximity to a controlled WHMIS product.	3
WORKPLACE SPECIFIC WHMIS	Site specific WHMIS training –  <b>**Conducted by Immediate Supervisors**</b>  <i>The Supervisor must review with the employees, Department specific Material Safety Data Sheets and assist in identifying required personal protective equipment, emergency procedures in the event of overexposure or release of the material in the workplace, locations of these materials are just a few items that must be reviewed with staff by the immediate supervisor.</i>	Required for any employees who work with a controlled WHMIS products.	2
JHSC CERTIFICATION PART I & II	This is a required course for persons who are going to be appointed as the certified member on a Joint Health and Safety Committee.	This training is useful in helping committee members understand the JHSC function and responsibilities. Part I certificate course covers Health and Safety Law, workplace health and safety, inspections, accident investigations and more. Part II covers specific workplace hazards found in the workplace.	NA

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<b>Topic</b>	<b>Brief Description of the Topic</b>	<b>Who requires it?</b>	<b>Expires (years)</b>
EMERGENCY FIRST AID/CPR – 1 day	This session is required for those whose certificates are about to expire or Supervisors, Lead hands that direct crews of <u>5 or less</u> staff or a designated employee within a work crew of 5 employees or less.	For outdoor work, Regulation 1101 directs every crew to have a certified first aid person on scene in the event of an emergency. This training session is also recommended for any office staff who would like know a little more in first aid.	3
ERGONOMICS	This training program will identify ergonomic hazards, pulled muscles, fatigue, back strains, stress etc. The training is aimed at showing you simple techniques that can be applied by every employee in the work force to avoid ergonomic injuries, whether you are in an office or in a much more physical environment.	This training is recommended for Supervisors or employees who wish to gain a better understanding of techniques that could be used to prevent musculoskeletal injuries from improper ergonomic work set ups, processes or design.	NA
VIOLENCE IN THE WORKPLACE	This training will discuss the City of Vaughan's Policy and procedure regarding violence in the workplace. The policy and procedure identify what violence is and how this should be reported in the workplace.	This information is provided for every new staff as part of their Orientation as a new employee. This session could be provided to existing staff by contacting your Human Resources Partner.  Required for all staff.	NA
HEAT STRESS AND SUN SENSE	Overview of the hazards of heat and sun stress and discussion of the control measures to reduce heat and sun exposure. Review of signs and symptoms of heat and sun related exposures.	This training is required for staff who work or supervisor workers outdoors and are at risk of heat and sun exposure.  Recommended for Joint Health and Safety Committee member.	NA
FIRE WARDEN TRAINING	This training is required for members of staff who are designated Fire Wardens within City Facilities.	Employees are taught fire safety in the building; the dangers of smoke and smoke travel; what fire is, how it spreads and how it is extinguished; the types of firefighting equipment available; and how to properly extinguish a fire.  Recommended for all employees and Joint Health and Safety Committee members.	1

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<b>Topic</b>	<b>Brief Description of the Topic</b>	<b>Who requires it?</b>	<b>Expires (years)</b>
BIO HAZARDOUS SHARPS	The session will outline safe precautions, hazards involved and proper handling procedures when dealing with bio-hazardous needles in the workplace.	This training is required for employees who have taken WHMIS training and maybe exposed to bio-hazardous needle stick injuries. (e.g. Facility staff who work in community centres or staff who may work in parks or areas where needles are present.	2
JOB HAZARD ANALYSIS	Training will focus on job tasks as a way to identify hazards before they occur. It focuses on the relationship between the worker, the task, the tools, and the work environment. Attendees will identify uncontrolled hazards, steps to take to eliminate or reduce them to an acceptable risk level.	This session is recommended for Directors, Managers and Supervisors, as well as Joint Health and Safety Committee members (JHSC) and any other workers who may be involved in conducting a job hazard analysis.	NA
MANUAL MATERIAL HANDLING AND SAFE LIFTING	This session will assist employees to reduce the likelihood of back injury, as a result of improper lifting techniques. Participants will gain an understanding of safe lifting techniques and basic back care.	<b><i>“Conducted by Supervisor”</i></b>  This session is recommended for all new and existing staff as an initial training. The Manager and Supervisor are responsible for providing this training. Health and Safety can assist the Manager or Supervisor.	3
BUILDING EMERGENCY PLAN/BOMB THREAT PROCEDURE REVIEW	Training should focus on where to go and what to do in a building emergency. Roles of particular staff during a building emergency. Review the building fire safety plan (if applicable) AND Bomb threat plan	<b><i>**Conducted by Supervisors**</i></b>  This session is recommended for all new and existing staff as an initial training. Additional training should be conducted if there are changes to the Building Emergency Plan. The Manager and Supervisor are responsible for providing this training. Health and Safety can assist the Manager or Supervisor.	NA
FALL PROTECTION	OHSA review - calculating potential fall distance - lanyards - anchor points - fall hazards – equipment inspection, when fall equipment can be used and alternative methods in fall prevention.	This training is required for any employee who overlooks other employees who wear fall arrest equipment or for any employees who use fall arrest equipment or works at heights.  Recommended for any staff who overlooks operations at heights where fall protection is required.	5



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### **Training Records:**

1. All training activities should be documented. This documentation should include the name of the trainer, the name(s) of the employee(s) trained, the subject of the training, the date and duration of the training, the title of the lesson plan and reading materials that was used in the training. ***The Health and Safety Training Attendance - Form 3 attached will be used as the training documentation and corporate form.***

2. Training records should be retained and distributed as follows:

- a. Copy to Department Training File for internal or external review purposes; and
- b. Copy to Employee File

### **Training Resources:**

1. The following training providers below can assist Departments in providing health and safety training to staff:

- a. HR Department - Health and Safety Team
- b. Health and Wellness Video Library (located in Human Resources Dept.)
- c. Vaughan Fire and Rescue Prevention Services Department for Fire Related information and training.
- d. Municipal Health and Safety Association;  
[www.mhsao.com](http://www.mhsao.com)
- e. Construction Safety Association of Ontario;  
[www.csaao.com](http://www.csaao.com)
- f. Education Safety Association of Ontario;  
[www.esao.com](http://www.esao.com)
- g. Transportation Safety Association of Ontario;  
[www.thsao.com](http://www.thsao.com)
- h. Rescue 7 First Aid Training;  
<http://www.rescue7.net/EN/default.asp> OR  
St. John's Ambulance First Aid Training  
<http://www.sja-yorkregion.org/>

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2. The following websites offer health and safety information for various of topics:

- a. Canadian Center for Occupational Health and Safety;  
<http://www.ccohs.ca/>
- b. Centre for Disease and Control (United States Government website);  
<http://www.cdc.gov/>
- c. Ontario Ministry of Labour;  
<http://www.labour.gov.on.ca/english/hs/index.html>

**Training:**

**Directors/Managers** shall ensure that all Supervisors are aware of this procedure, and that the Health and Safety training of staff is maintained on an on-going basis, as necessary.

**REGULATORY REFERENCES/CODES/STANDARDS:**

***Occupational Health and Safety Act***

*Section 9. (32)*

*Section 25. (2) (l), (k)*

*Sections 33. (3); 57. (9),(10)(a); 59. (3)*

*Section 38. (1)(a)*

*Posting Of Names And Work Locations*

*Duties of Employers*

*Posting of Ministry Of Labour Notice And Orders*

*Material Safety Data Sheets Be To Made Available*

***Workplace Safety & Insurance Act***

*First Aid Reg. 1101*

*Sections 1- Posting Of Form 82 And Valid First Aid Certificates*

## HEALTH AND SAFETY TRAINING ATTENDANCE RECORD

\*\*\*\*\* WORKPLACE HEALTH AND SAFETY - IT'S EVERYONE'S RESPONSIBILITY\*\*\*\*\*

<b>Topic:</b>	<b>Date:</b>
<b>Location:</b>	<b>Time:</b>
<b>Instructor:</b>	<b>Duration of training:</b>

<b>ITEMS DISCUSSED IN THE TRAINING TOPIC</b> (Subject headings and sections of training session)

<b>MATERIAL REFERENCE</b> (attach and list handouts, operator manuals, booklets etc.. used/provided during training)

Attendee Name (Please Print)	Attendee Signature (Please Sign)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	

**NOTE:** Use back of page if more than 12 attendees are present during training.  
 File Copies: Department File and Employee if required or requested.