|  |  |  |
| --- | --- | --- |
| **ABC COMPANY – Occupational Health and Safety Program** | | |
| **Training and Communication** | | Issue date: DD/MM/YYYY  Review date: DD/MM/YYYY |
| Approved by: | Reviewed by: | |

Please note the following document is a sample. Review carefully and modify this document to meet the needs and requirements of your organization.

# 1.0 PURPOSE

The primary aim of this plan is to provide the workforce with the knowledge and skills necessary to perform their work safely. This includes orientation for new workers and those returning from extended absences, as well as job-specific training tailored to each worker’s responsibilities. Effective communication of OHS information will promote a positive health and safety culture and facilitate discussions on health and safety issues.

# 2.0 DEFINITIONS

**Job-Specific Health and Safety Training:** A process that teaches employees how to perform a specific task safely. It's a formalized process that provides the knowledge and skills needed to do the job.

**Health and Safety Orientation:** A systematic and planned introduction of employees to their workplace, worksite and job-specific duties. Orientation is designed to provide a worker with the information they need perform their work safely.

**Training Matrix:** A tool that helps organizations manage, plan, and track employee training. It can include information about employees, training programs, and progress.

# 3.0 RESPONSIBILITIES

**Employer:**

* Ensure a safe work environment
* Provide necessary resources for training
* Support the OHS committee and health and safety representatives

**Supervisor:**

* Oversee the implementation of training and safety protocols
* Conduct regular safety audits and inspections
* Facilitate communication between management and workers on safety issues

**Worker:**

* Attend required training sessions
* Adhere to safety protocols and procedures
* Report hazards and unsafe conditions to supervisors

**OHS Committee, WHS Representative or Designate:**

* Provide input on training needs and safety policies
* Review and recommend improvements to health and safety practices
* Organize regular safety meetings and discussions

**Contractors and Visitors:**

* Follow all safety protocols outlined during orientation
* Report any safety concerns or incidents immediately

# 4.0 TRAINING

**ABC Company** will arrange for, and workers will participate in, all safety and related training that is necessary to minimize losses.

Training will include, but not be limited to:

* Health and Safety Orientations
* Job-Specific Training
* Safety training for supervisors and management

## 4.1 Health and Safety Orientation

Designated personnel (e.g., OHS coordinator) will perform health and safety orientations for new and returning workers, contractors, and visitors.

The health and safety orientation will be documented using the Orientation Checklist, and will include:

* Roles and responsibilities of employer, supervisors, and workers in OHS
* The three rights of workers
* OHS and return-to-work (RTW) policies
* Names and roles of OHS committee members and WHS representatives
* General OHS rules and safe work practices
* Workplace inspection procedures
* Hazard recognition, evaluation, and control procedures
* Incident reporting and investigation procedures
* Instructions on PPE use and care including limitations
* Procedures for working alone, if applicable
* Provisions for communicating OHS information and holding OHS meetings
* WHMIS and chemical management information
* Emergency preparedness and response procedures

## 4.2 Job-Specific Health and Safety Training

Supervisors will identify job-specific training needs based on the specific responsibilities of each worker and request that the employer or designated personnel provide necessary training. Supervisors will also determine when refresher or re-training is required based on performance evaluations and incident reports.

## 4.3 Evaluation of Training Activities

Training effectiveness will be evaluated through various methods, including:

* Written tests assessing knowledge retention.
* Oral assessments or discussions.
* Practical demonstrations of skills and competencies.

## 4.4 Tracking Training Requirements

**ABC Company** will maintain a training matrix to track the training requirements for each position, dates training was complete, and expiration dates where applicable.

## 4.5 Training Development and Instruction

All provincially regulated training will be developed and delivered by trainers approved by WorkplaceNL.

In house training will be developed and delivered by personnel that **ABC Company** has deemed qualified based on background and experience.

# 5.0 Communication

**ABC Company** will communicate OHS information using the following methods:

* Health and safety bulletin boards,
* Documented weekly safety talks, and
* Distribution of Safety Alerts.

## 5.1 Health and Safety Bulletin Boards

**ABC Company** will post OHS information on Health and Safety Bulletin boards located at each worksite. These boards will include the following information, as minimum:

* The OHS and RTW policies
* Instructions on how to report an injury
* Emergency preparedness and response information, including:
  + Worksite contacts
  + Emergency numbers
  + Muster locations
  + First aiders on site
* Copy of the most recent OHS committee meeting minutes
* Copy of the most recent workplace inspection

## 5.2 Safety Talks

The purpose of safety talks is to provide information, instruction and supervision to workers to protect the health and safety of a worker. Supervisors will conduct weekly safety talks with all workers under their control.

Such meetings will be held during normal work time and can be approximately 10-15 minutes in duration. They also act as a means for workers to participate in their personal safety.

Safety talks are documented with workers’ signatures, dates, and the name of the supervisor conducting the safety talk.

**ABC Company** will provide supervisors with timely and relevant topics and materials.

## 5.3 Safety Alerts

**ABC Company** will issue communications to all workers on safety related matters that may be time sensitive or require immediate dissemination. Examples include updates on serious incidents or near misses, significant events which have direct impact on safety programming and structural or resource changes which may impact how workers are supported from an OHS perspective.