

# OHS Program:

## 3. What is OHS education and training?

Workers who are educated and trained have the knowledge and skills to do their jobs safely. Education and training is most effective when it is planned as a system to include training development, delivery and evaluation.

### Requirements

Employers make sure that all workers; particularly supervisors are familiar with potential hazards in the workplace. Workers receive education and training based on the hazards they have in their workplaces.



To develop an effective education and training program an OHS program should include procedures for the:

- Roles and responsibilities for administration and management of the program
- Roles and responsibilities of the workers and the value of their participation
- Management, administration and evaluation of the training system
- Training needs that account for the levels of responsibilities, ability, language skills, literacy and risk
- OHS consequences of work activities and behaviours
- Benefits of compliance with OHS policy and procedures
- Potential consequence of noncompliance
- Requirements to ensure training is provided to workers before being exposed to an identified hazard

## Tips for effective management:

Effective OHS programs have workers regularly demonstrate their knowledge and competency in their job tasks once they have been educated and trained.



### Managing an education and training program requires employers to:

- Identify the competency requirements for each position or job task
- Consider the specific needs requirements of workers
- Consider the needs of workers changing jobs
- Determine the in-house or external training resources required
- Communicate how training will be provided to all workers based on duties and responsibilities
- Determine how training will be evaluated and modified to ensure relevance and effectiveness
- Train all level of the organization including senior management
- Document the training conducted
- Include a participant feedback and evaluation component
- Implement procedures to ensure workers are competent to carry out tasks including safe work procedures
- Provide ongoing and refresher training

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