



Western
UNIVERSITY · CANADA

SAFETY PROCEDURE & GUIDELINES

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PREPARED & APPROVED BY:	Occupational Health and Safety

1. PURPOSE AND OBJECTIVES

The purpose of this procedure/guideline is to establish a framework by identifying the duties, roles and responsibilities of workplace parties to ensure that the health and safety training program is effective and is in compliance with the applicable federal/provincial regulatory requirements. The objectives of this procedure/guideline are to:

- Identify who is responsible for conducting training
- Establish who is responsible for determining the level and type of training required
- Identify the timeframes for health and safety training
- Identify who requires health and safety training

2. TYPES OF TRAINING

There are two types of health and safety training, general and specific.

2.1 Training Tools Available

For information on the training, please see the website:
<http://uwo.ca/hr/learning/required/index.html>

On this website, you will find a description of courses offered by Safety, Health and Wellness along with the dates and times. Registration is on-line.

There is also a training matrix on this website which outlines what training is required for different types of jobs and the timeframe for its completion. Supervisors have access to the Job Hazards Analysis. This should be used to determine training needs for all workers, and used as part of the employee's initial job instruction.

2.2 General training

Occupational Health and Safety develops and delivers general training through courses, hands-on training, and internet courses to volunteers, students, staff and faculty. Examples of general training include new employee orientation. For more information on the training, please see the website: <http://uwo.ca/hr/learning/required/index.html>

2.3 Specific training

Specific training is done at the workplace. It needs to be done within two weeks of hire and when the hazards change at the workplace or when a potential hazard of exposure or injury is present. This training is done by the Supervisor or designated person. The person training the trainee must be knowledgeable about the workplace and its hazards. Specific training includes but it is not limiting to the following:

- hazards of the workplace, including biological, chemical and physical hazards
- control measures, including personal protective equipment
- emergency preparedness including the emergency plan, emergency equipment, and exit procedures
- safe operating procedures
- WHMIS, including the hazard labeling, storage, handling and precautions for the biological, chemical, nuclear and physical hazards in the workplace
- safe equipment operation
- manual lifting

2.4 Other Training

Given the complex work environment at Western, other training may be provided upon request. Examples include pesticides and traffic control.

To get information on other training, contact Occupational Health and Safety. For contact information, please see our website:

<http://uwo.ca/hr/safety/contacts/index.html>

2.5 Training for Joint Occupational Health & Safety Committee members

At least two worker representatives and two employer representatives on the Committee must be certified. This means that they must complete a certification program recognized by the Workers Safety & Insurance Board. All other Committee members must take training courses offered by Occupational Health and Safety that cover the following topics:

- laboratory safety
- waste management procedures
- biosafety
- radiation safety
- safety legislation
- emergency procedures
- Health and Safety Inspections

- Injury / Incident Investigation
- others determined required for their role on the Committee

3. INDIVIDUALS THAT REQUIRE TRAINING

All individuals that may be exposed to hazards require general and/or specific training. It is the Supervisor's responsibility to ensure that individuals are adequately trained. This includes:

- newly hired workers
- supplied labour (from external sources)
- students, including bursary, undergraduate and graduate
- volunteers
- contract workers
- members of the Joint Occupational Health & Safety Committee

4. TRAINING REVIEW & UPDATES

4.1 Training Review

Training must be reviewed by the supervisor:

- when legislation is updated
- when workers are hired
- for workers that are transferred
- for promoted workers
- for workers who have been on an extended absence (six months or longer) from the workplace
- for each occupation
- when equipment or processes are modified
- when hazards change in the workplace
- when a new hazard is brought into the workplace
- at least annually
- as deemed necessary by the Supervisor

Competency for the job must be reviewed one to two months after initial hire or job change.

4.2 Training Updates:

Training must be re-taken or updated as required by the Supervisor, Occupational Health and Safety, or regulatory requirements.

For more information, please see the training website:

<http://uwo.ca/hr/learning/required/index.html>

5. DOCUMENTATION OF TRAINING

General and specific training must be documented by the worker and Supervisor. Records for the general training sessions are kept on file, with the individual, in the department and at Occupational Health and Safety.

