



# Saskatchewan Health Authority

## Policy

Saskatoon & Area - Occupational Health & Safety

**Number:** 40-003

**Title:** General Policy: Orientation and Training

**Saskatchewan Employment Act:**

**OHS Regulation:** 3-8, 3-11(1)(g)

**Date:** January 1, 2017

**Date Revised/Reaffirmed:** November 15, 2021

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### Purpose

To ensure that workers at all levels receive the appropriate training both upon hire as well as any updated or new training that is required during employment with SHA

### Roles and Responsibilities

Employer must ensure:

- That they train all workers in all matters that are necessary to protect the health and safety of the worker this includes training upon hire as well as ongoing training at the site and or if a worker moves sites or works at multiple sites or is transferring from other SHA areas.

Manager/Supervisor must ensure:

- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- That they train all workers in regards to:
  - Procedures in the event of a fire
  - Emergency Plan Procedure
  - Spill Management Procedure
  - Location of First Aid facilities
  - Location and use of Eyewash stations and Emergency showers
  - Prohibited or restricted areas
  - Precautions to use to protect against physical, chemical or biological hazards
  - WHMIS
  - Transfer Lifting and Repositioning
  - Policies and procedures
  - Any matter that may affect a workers health and safety
- That no worker shall perform duties unless the worker has been trained or is under close supervision
- All training records are kept up to date and accessible

Worker must ensure:

- They are trained in and follow the safe work procedures
- They report to their supervisor and the Safety Alert System/Incident Report Line any incidents or near misses related to lack or inadequate training

#### **Orientation & Training**

- General orientation
- Site and or unit specific training
- Ongoing Training

#### **Materials**

- Appropriate PPE if required

#### **Non-Compliance/Breach:**

Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and /or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:

January 1, 2017

April 3, 2018

November 15, 2021