



Policy

Saskatoon & Area - Occupational Health & Safety

Number: 40-003

Title: General Policy: Orientation and Training

Saskatchewan Employment Act:

OHS Regulation: 19, 22(1)(g)

Date: January 1, 2017

Date Revised/Reaffirmed: April 3, 2018

Any PRINTED version of this document is only accurate up to the date of printing. Saskatchewan Health Authority (SHA), Occupational Health & Safety Services (OHS) cannot guarantee the currency or accuracy of any printed policy. Always refer to the Occupational Health & Safety internal website for the most current versions of documents in effect. This policy complies with legislation (minimum standards) at the time of this writing and/or revision. SHA OHS accepts no responsibility for use of this material by any person or organization not associated with SHA. No part of this document may be reproduced in any form for publication without permission of SHA OHS Services.

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.

References

- Safety Training Record for WOW Participant:
http://infonet.sktnhr.ca/peopleandpartnerships/occupational-health-safety/Documents/Resources/Safety%20Training%20Record%20_WOW%20Participant.pdf
- Safety Training Record for Non-WOW Employee:
http://infonet.sktnhr.ca/peopleandpartnerships/occupational-health-safety/Documents/Resources/Safety%20Training%20Record_%20NON%20WOW%20Employee.pdf

Review Dates:

January 1, 2017

April 3, 2018