



Procedure

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

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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

Procedure:

All workers will take a general orientation (WOW) topics covered will be:

- General duties of worker and General duties of employer
- Worker's Three Rights: Right to Know, Right to Participate and Right to Refuse
- What to do with concerns
- Reporting accidents and near misses
- Return to Work
- Smoking Policy
- Scent Free Policy
- OHS Department
- OHS Policy/Procedures and Program Manual
- Harassment policy
- Violence policy
- General WHMIS Education
- Worker hand book
- Employee Family Assistance Program
- Workplace committee or representative
- How to contact committee or representative
- EP codes (General)
- Immunization requirement
- Standard Precautions
- Transfer, Lift and Reposition (TLR) General and Client Moving
- Crisis Prevention & Management Training Phase One
- Workplace Assessment Violence Education

All workers will receive site specific and unit/department specific training this will include:

- How to do the job safely
- Emergency showers, etc.
- Eyewash location
- Specific regulations
- Emergency procedures
- OHS Policy/Procedure and Program Manual
- Specific work rules of the employer
- First Aid facilities
- Safe sharps handling
- Handling controlled products
- Prohibited or restricted areas
- TLR Reevaluations/Department specific equipment or techniques
- Specific WHMIS training
- Handling other products
- MSDS's/SDS's and how to access them
- Standard precautions
- Personal Protective Equipment (PPE)
- Reporting procedures
- Working Alone Procedure

All workers will receive ongoing training this will include:

- Monitor performance to ensure that work is being done safely
- Repeat critical information when required to ensure the worker's understanding
- Update workplace orientation and training as processes change
- Provide refresher training wherever it is 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