CITY OF HAMILTON - CORPORATE SAFETY PROCEDURE

DEVELOPED BY: CORPORATE WORKPLACE SAFETY SECTION
DATE: 2002-10-01

APPROVED BY: Corporate Management Team

PROCEDURE # COH-RQ-WI-025

HEALTH AND SAFETY TRAINING

I. PURPOSE:

To develop guidelines to ensure all employees receive the proper orientation and ongoing training, necessary for maintaining a safe and healthy work environment.

II. SCOPE AND RESPONSIBILITY:

This procedure applies to all City of Hamilton workers and work locations.

Corporate Workplace Safety Section:

Provide information, instruction and assistance to all supervisory staff in order to assist them in their duties to ensure the Health and Safety of their workers.

Develop and provide ongoing Corporate Safety and Health Training Programs as required.

Review and approve all Department training programs in Health and Safety

Departments:

Identify, determine and co-ordinate Department specific training requirements in consultation with the Joint Health and Safety Committee(s), department Safety/Wellness Specialists and Corporate Workplace Safety Section.

1. The supervisor is responsible for ensuring the employee receives all the necessary training, as defined in this procedure.

2. The Joint Health & Safety Committee is responsible to review all Health and Safety training programs and initiatives and for auditing the records of training for compliance.

III. DEFINITIONS:

TRAINING: A training program sanctioned by the Department and approved by the Corporate Workplace Safety Section and given in a course format by qualified trainers or experts in a specified field.
PERSONAL SAFETY CONTACTS/AWARENESS SESSIONS: These are awareness/training sessions conducted between supervisors and workers and may be held in classroom, meeting or one on one contact formats. These are reinforcement and reminder tools used by supervisors to ensure that information obtained in training sessions are in fact being applied in the field.

COMPETENT PERSON: Means a person who:

1. Is qualified because of his/her knowledge, training and experience to organise the work and its performance,

2. Is familiar with the provisions of the Occupational Health and Safety Act and the Regulations that apply to the work, and

3. Has knowledge of any potential or actual danger to Health and Safety in the work place.

IV. PROCEDURE:

A. Orientation:

1. Each workplace and all Department GM’S will have access to a copy of the current Health & Safety Manual, available on the e-Net, and which must be made accessible to all employees.

2. All new employees will be given an overview of the Health & Safety Manual as part of their orientation.

3. The following areas will be reviewed in detail, during the orientation:

   (a) COH-RQ-WI-002, GENERAL SAFETY RULES
   (b) COH-RQ-WI-025, HEALTH & SAFETY TRAINING
   (c) COH-RQ-WI-003, RESPONSIBILITIES
   (d) COH-RQ-WI-010, PERSONAL PROTECTIVE EQUIPMENT
   (e) COH-RQ-WI-024, ACCIDENT INCIDENT REPORTING
   (f) COH-RQ-WI-007, EMERGENCY PROCEDURES
   (g) COH-RQ-WI-004, HAZARDOUS CONDITIONS
   (h) COH-RQ-WI-023, REFUSAL TO WORK

4. All employees will be shown by their supervisor proper safety procedures, specific to their job.

B. WHMIS:

1. Any worker, who works with or in proximity to any hazardous materials, will receive WHMIS training, which will include information on the hazardous materials used in the workplace, their labelling, storage and use, and any health hazards they may present.

2. The instructions and training shall be developed and implemented by the City, in consultation with the Health and Safety Committees, and such training and the workers familiarity with the information will be reviewed annually.

3. An MSDS (Material Safety Data Sheets) book will be kept at a location (IE. First Aid Station) accessible for reference to all employees
4. Each Department will designate its own WHMIS Co-ordinator and appoint qualified WHMIS trainers to deliver the WHMIS program within the department.

C. First Aid:
1. A minimum of two people per shift per workplace will be trained in an approved First Aid course, when the number of workers on shift is greater than five.
2. The City will sponsor retraining, as required, in order to maintain compliance with the Workplace Safety and Insurance Act. The City of Hamilton provides First Aid Training, in-house, through its Culture and Recreation Department.

D. Personal Protective Equipment:
1. All new employees will be provided with personal protective equipment, as required for the different work applications.
2. Employees will be instructed in the proper use and care of their personal protective equipment on an annual basis.

E. Fire Alarms and Extinguishers:
1. All new employees will be shown the location of the fire alarms and extinguishers.
2. Where required, designated workers for each workplace will be instructed in the proper use of the fire extinguishers on an annual basis.

F. Emergency Procedures:
1. All employees will be instructed in FIRE PREVENTION/EMERGENCY PROCEDURES, (COH-RQ-WI-007).
2. A copy of the workplace "Emergency Procedure/Floor Plan" will be posted on the Health and Safety Bulletin Board at the workplace.
3. An evacuation will be performed annually.

G. Training Program:
1. Members of the various Health & Safety Committees will be encouraged to attend health and safety seminars and workshops to keep their knowledge current. Designated Committee members will participate in Certification Training (Core and Workplace specific) as required.
2. Workers and supervisors will attend relevant health and safety seminars and workshops to provide them with the basic knowledge and skills necessary to ensure compliance with the legislation.
3. Workers will be required to take additional job skills training when job requirements change.
4. Monthly on the job training, provided in Operations/Safety Meetings will be provided to all employees to develop skills and knowledge. There will be a planned schedule of training posted in the workplace and supervisors shall ensure that critical topics are covered, i.e. WHMIS, EMERGENCY PLAN, FIRST AID, LIFTING, CONFINED SPACE, TRAFFIC CONTROL etc. The supervisor conducting the meeting shall arrange to document the meeting through a brief set of minutes showing topics covered and members in attendance. A copy of the minutes will be forwarded to the Corporate Workplace Section for follow up.

5. To keep personnel current in all aspects of health and safety, literature will be provided on all upcoming educational opportunities through the use of bulletin boards, e-net and newsletters. A library of information will be kept in the Corporate Workplace Safety Section.

H. Specific Training Requirements:

Designated employees, as determined by the Department, will be instructed in all specialised work procedures as may be required. This includes but is not limited to introduction of new vehicles, equipment, machinery, confined space entry, lock out, and any other requirements as may be determined in consultation with the Joint Health and Safety Committee.

NOTE:
Workers and their supervisors shall be held accountable for violations of health and safety rules, regulations, and procedures. Disciplinary action, where necessary, will be dictated by the City of Hamilton disciplinary procedure and will be based on the merits of the specific case.

Prior to disciplinary measures being taken, management is advised to consult with Labour Relations.