

10.0 TRAINING

Purpose

An employee training matrix has been established. This matrix identifies the staff occupations and the appropriate safety training modules that are required for those occupations. The matrix is included.

Training Needs Review (initial or annual review)

On an annual basis a trends review of work related injuries, accidents and illnesses will be conducted and this will inform the training needs for the year. In addition, the annual training needs review will include:

- Any legislated update;
- Job specific training requirements;
- Review of new or modified equipment and/or processes;
- Review employee training records, including new hires, transferred or promoted employees;
- Review the hazard analysis;
- Employer required certifications/competencies for their employees.

Training Format

Training will take the form of either;

- Typical classroom or presentation style;
- Train the trainer modules;
- Electronic training opportunities.

It is critical that all training is completed and documented. Training records must include:

- Who the training is developed by;
- Who the training is presented by;
- Time frame for training completion;
- Sign in sheet with the names of those attending;
- Copy of course material presented;
- Copy of any handout materials;
- Evaluation from each participant, indicating their rating and comments, when appropriate;
- Copy any quiz's or tests taken, were appropriate.

Training Records

Records of training will be maintained in the personnel file or on an electronic data base (where applicable).

Records will be kept for as long as necessary, by the Health and Safety Officer.

The Board will provide training to employees including but not limited to the following subject matters and topics:

- Legislated health and safety responsibilities
- Right to refuse work
- Right to participate (as a member of the multi-site JHSC)
- Health and safety policy
- Early and Safe Return to Work obligations
- Violence in the workplace
- Harassment in the workplace
- Emergency preparedness
- WHMIS
- Manual lifting techniques
- Use of mechanical lifting devices.

10.1 DESIGNATED SUBSTANCES

If a control program is required then the employer must develop a training program for supervisors and workers on:

- the health effects and
- the measures and procedures required under the designated substance program.

10.2 WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

All Board staff must be trained in WHMIS.

WHMIS training for employees is comprised of:

- Generic and,
- Workplace specific.

Generic training will be provided at the time of hiring by the human resources department and/or through an electronic program.

The new hire will receive WHMIS specific training through their immediate supervisor.

Yearly refresher training will be conducted.

WHMIS Refresher training must include:

- School's WHMIS Inventory and where it is stored;
- Example and explanation of the typical MSDS of a product in the school;
- Review the health hazards or first aid instructions.

Records of the WHMIS refresher training will be maintained in the employee personnel file or by electronic means.

10.3 ORIENTATION TRAINING

All employees, regardless of the level in the organization, must receive health and safety orientation, this applies to:

- Newly hired employees
- Employees returning from an absence extending beyond one year
- Employees hired on a contract basis
- Student employees
- Supply of labour employees
- Co-Op student

The following persons carry out orientation:

- Human Resources Officer
- Health and Safety Officer
- Principal, Manager, Supervisor
- Co-Op Teacher

Orientation on health and safety must be completed within the first two weeks of hire.

Components of training will include:

- Health and safety policy and procedures
- Employee rules, rights and responsibilities

Standards and procedures for:

- Reporting injury and illness
- Reporting hazards
- Emergency plan
- Early and safe return to work
- Occupational Health and Safety Act including Rights as a worker
- Joint Health and Safety Committee and worker JHSC representative
- Roles and responsibilities for level of authority

Records of training

All training will be recorded on the Orientation checklist. Training records will be kept in the employee personnel file.

10.4 TRAINING - PROMOTION/TRANSFER

Orientation or specific training is required for workers who have achieved a promotion or transfer. This includes those employees who are:

- Promoted from worker to a supervisory / management position, or
- Transferred from one job to another

Training Requirements

- a) The department supervisor will conduct the training.
- b) Training requirements include:
 - Review of standard operating instructions for equipment/process;
 - Identification of hazards and controls;
 - Review of any safe operating procedures;
 - Review and understand any hazards or risks of the new job or tasks assigned;
 - Additional legislative or company requirements;
 - Obligations under OSHA section 27, or if transferred to management position, sections 25 and 26.
- c) Training must be completed within the 30 days of employment in the new position. All training will be recorded on the Employee Health and Safety Orientation Checklist.
- d) Record of training: All training will be recorded on the Orientation checklist. Training records will be kept in the employee personnel file.

10.5 TRAINING – INITIAL JOB INSTRUCTION

Employees will receive training for his/her assigned activities. This includes job, tasks, processes and equipment.

Training Requirements

- a) The department supervisor will conduct training.
- b) Training will include:
 - Review of operating instructions for equipment/process;
 - Identification of hazards and controls;
 - Review of any safe operating procedures;
 - Review of the risk analysis;
 - Instruction on how to use, maintain, and replace any required personal protective equipment.
- c) Training Schedule
 - Training must be completed within 30 days of employment in the new position.
 - Technical positions may require additional time for training, this time must be considered when meeting the requirements for completing the initial job instruction within the first week of hire.
- d) Records of training
 - All training will be recorded on the Orientation checklist.
 - Training records will be kept in the employee's personnel file.

NPSCDSB CH&S Training Schedule	August 2011 - October 2011 Training	November 2011 - June 2012 Training	August 2012 - June 2013 Training	August 2013 - June 2014 Training	As Required in Addition to 3 yr. Plan
Chair & Trustees	Overview of NPSCDSB Health and Safety Program (Classroom) Driver Safety (Wetnet) Health, Safety and the Law for Executives (Wetnet)	Fire Safety (Wetnet)	Health and Safety Law for Executives (Wetnet)	Health and Safety Law for Executives (Wetnet) Driver Safety (Wetnet)	
Chair & Trustees (New Elected Positions)					Driver Safety (Wetnet) Health, Safety and the Law for Executives (Wetnet)
Board Administration - Management - Director, Superintendent, Managers, Supervisors (Including Principals and Vice-Principals)	Overview of NPSCDSB Health and Safety Program (Classroom) Reporting Injuries, Illnesses and Incidents (Classroom) Roles and Responsibilities (Classroom) Hazard Identification (Classroom) Right To Refuse Work (Classroom) Right To Participate (Classroom) Health and Safety Policy (Classroom) Early and Safe Return to Work (Classroom) Designated Substances (Classroom) Due Diligence (Classroom) Competency (Classroom) Footwear Policy (Classroom) Worksite Inspections (Classroom) Injury/Incident/Accident Investigations (Classroom) Workplace Violence (Classroom) Workplace Harassment (Classroom) Asbestos Awareness (Wetnet) Health, Safety and the Law for Executives (Wetnet) Managing Workplace Hazards (Wetnet) Emergency Procedures (Classroom) Slips, Trips, Falls (Classroom) Modified Processes and Equipment and Newly Purchased Equipment (Classroom) Non-Routine Work (Classroom) Personal Protective Equipment (Classroom)	Fire Safety (Wetnet) Driver Safety (Wetnet) WHMIS Refresher (Wetnet) Manual Lifting Techniques (Classroom) Use of Mechanical Lifting Devices (Classroom)	Overview of NPSCDSB Health and Safety Program (Classroom) WHMIS Refresher (Wetnet) Health and Safety Law for Executives (Wetnet) Fire Safety (Wetnet) Footwear Policy (Classroom) Workplace Violence (Classroom) Workplace Harassment (Classroom) Workplace Ergonomics (Wetnet) Ladder Safety (Wetnet) Slips, Trips, Falls (Wetnet) Emergency Procedures (Classroom) Reporting Injuries, Illnesses and Incidents (Classroom) Roles and Responsibilities (Classroom) Modified Processes and Equipment and Newly Purchased Equipment (Classroom) Non-Routine Work (Classroom)	Overview of NPSCDSB Health and Safety Program (Classroom) WHMIS (Wetnet) Health and Safety Law for Executives (Wetnet) Managing Workplace Hazards (Wetnet) Asbestos Awareness (Wetnet) Fire Safety (Wetnet) Footwear Policy (Classroom) Workplace Violence (Classroom) Workplace Ergonomics (Wetnet) Workplace Violence (Classroom) Driver Safety (Wetnet) Slips, Trips, Falls (Wetnet) Manual Lifting Techniques (Classroom) Use of Mechanical Lifting Devices (Classroom) Reporting Injuries, Illnesses and Incidents (Classroom) Roles and Responsibilities (Classroom) Modified Processes and Equipment and Newly Purchased Equipment (Classroom) Non-Routine Work (Classroom) Hazard Identification for Workplace Inspectors (Wetnet)	Non-Violent Crisis Intervention (Classroom) - Principals
Board Administration (New Hires) - Management					New Worker Health and Safety Orientation (Classroom) Due Diligence (Classroom) Competency (Classroom) Worksite Inspections (Classroom) Injury/Incident/Accident Investigations (Classroom) Asbestos Awareness (Wetnet) Non-Routine Work (Classroom) Health and Safety Law for Executives (Wetnet)
Health and Safety Officer/Purchasing Agent	Overview of NPSCDSB Health and Safety Program (Classroom) Reporting Injuries, Illnesses and Incidents (Classroom) Roles and Responsibilities (Classroom) Hazard Identification (Classroom) Right To Refuse Work (Classroom) Right To Participate (Classroom) Health and Safety Policy (Classroom) Early and Safe Return to Work (Classroom) Designated Substances (Classroom) Due Diligence (Classroom) Competency (Classroom) Footwear Policy (Classroom) Worksite Inspections (Classroom) Injury/Incident/Accident Investigations (Classroom) Workplace Violence (Classroom) Workplace Harassment (Classroom) Asbestos Awareness (Wetnet) Health, Safety and the Law for Executives (Wetnet) Managing Workplace Hazards (Wetnet) Emergency Procedures (Classroom) Slips, Trips, Falls (Classroom) Personal Protective Equipment (Classroom) Non-Routine Work (Classroom) Modified Processes and Equipment and Newly Purchased Equipment (Classroom)	Fire Safety (Wetnet) Driver Safety (Wetnet) WHMIS Refresher (Wetnet) Manual Lifting Techniques (Classroom) Use of Mechanical Lifting Devices (Classroom)	Overview of NPSCDSB Health and Safety Program (Classroom) WHMIS Refresher (Wetnet) Health and Safety Law for Executives (Wetnet) Fire Safety (Wetnet) Footwear Policy (Classroom) Workplace Violence (Classroom) Workplace Harassment (Classroom) Workplace Ergonomics (Wetnet) Ladder Safety (Wetnet) Slips, Trips, Falls (Wetnet) Emergency Procedures (Classroom) Reporting Injuries, Illnesses and Incidents (Classroom) Roles and Responsibilities (Classroom) Modified Processes and Equipment and Newly Purchased Equipment (Classroom) Non-Routine Work (Classroom)	Overview of NPSCDSB Health and Safety Program (Classroom) WHMIS (Wetnet) Health and Safety Law for Executives (Wetnet) Managing Workplace Hazards (Wetnet) Asbestos Awareness (Wetnet) Fire Safety (Wetnet) Footwear Policy (Classroom) Workplace Violence (Classroom) Workplace Ergonomics (Wetnet) Workplace Violence (Classroom) Driver Safety (Wetnet) Slips, Trips, Falls (Wetnet) Manual Lifting Techniques (Classroom) Use of Mechanical Lifting Devices (Classroom) Emergency Procedures (Classroom) Reporting Injuries, Illnesses and Incidents (Classroom) Roles and Responsibilities (Classroom) Modified Processes and Equipment and Newly Purchased Equipment (Classroom) Non-Routine Work (Classroom)	
Health and Safety Officer/Purchasing Agent (New Hires)					New Worker Health and Safety Orientation (Classroom) Due Diligence (Classroom) Competency (Classroom) Worksite Inspections (Classroom) Injury/Incident/Accident Investigations (Classroom) Asbestos Awareness (Wetnet) Health and Safety Law for Executives (Wetnet) Non-Routine Work (Classroom) Modified Processes and Equipment and Newly Purchased Equipment (Classroom)
Board Office Staff - Coordinators, Board Office Workers - Not including IT Staff	Overview of NPSCDSB Health and Safety Program (Classroom) Reporting Injuries, Illnesses and Incidents (Classroom) Roles and Responsibilities (Classroom) Hazard Identification (Classroom) Right To Refuse Work (Classroom) Right To Participate (Classroom) Health and Safety Policy (Classroom) Early and Safe Return to Work (Classroom) Designated Substances (Classroom)	Fire Safety (Wetnet) WHMIS Refresher (Wetnet) Manual Lifting Techniques (Classroom) Use of Mechanical Lifting Devices (Classroom)	Overview of NPSCDSB Health and Safety Program (Classroom) Footwear Policy (Classroom) Workplace Violence (Classroom) Workplace Harassment (Classroom) Workplace Ergonomics (Wetnet) Ladder Safety (Wetnet) Slips, Trips, Falls (Wetnet) WHMIS Refresher (Wetnet) Fire Safety (Wetnet)	Overview of NPSCDSB Health and Safety Program (Classroom) Footwear Policy (Classroom) Workplace Violence (Classroom) Workplace Violence (Classroom) Driver Safety (Wetnet) Slips, Trips, Falls (Wetnet) Health, Safety and the Law (Wetnet) WHMIS (Wetnet) Fire Safety (Wetnet)	

Footwear Policy (Classroom) Progressive Discipline Policy (Classroom) Workplace Violence (Classroom) Workplace Harassment (Classroom) Health, Safety and the Law (Walnet) Emergency Procedures (Classroom) Slips, Trips, Falls (Classroom) Personal Protective Equipment (Classroom)	Emergency Procedures (Classroom) Reporting Injuries, Illnesses and Incidents (Classroom) Roles and Responsibilities (Classroom)	Manual Lifting Techniques (Classroom) Use of Mechanical Lifting Devices (Classroom) Emergency Procedures (Classroom) Reporting Injuries, Illnesses and Incidents (Classroom) Roles and Responsibilities (Classroom)
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Board Office Staff (New Hires) New Worker Health and Safety Orientation

Site Representative (In Addition to training received as a worker)	Workplace Accident Investigations (Walnet) Workplace Inspections (Walnet) Workplace Health and Safety Committees (Walnet) Hazard Identification for Workplace Inspections (Walnet) Managing Workplace Hazards (Walnet) Roles and Responsibilities (Classroom)	Driver Safety (Walnet) Workplace Housekeeping (Walnet) Workplace Ergonomics (Walnet) Ladder Safety (Walnet) Asbestos Awareness (Walnet)	Workplace Health and Safety Committees (Walnet) Roles and Responsibilities (Supervisor) Workplace Housekeeping (Walnet)	Workplace Accident Investigations (Walnet) Workplace Inspections (Walnet) Hazard Identification for Workplace Inspections (Walnet) Managing Workplace Hazards (Walnet) Workplace Health and Safety Committees (Walnet) Roles and Responsibilities (Classroom) Ladder Safety (Walnet)
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Site Representative (New Hires) (In Addition to training received as a worker)	Workplace Accident Investigations (Walnet) Workplace Inspections (Walnet) Workplace Health and Safety Committees (Walnet) Hazard Identification for Workplace Inspections (Walnet) Managing Workplace Hazards (Walnet) Joint Health and Safety Committee Orientation (Walnet) Roles and Responsibilities (Classroom)	Driver Safety (Walnet) Workplace Housekeeping (Walnet) Workplace Ergonomics (Walnet) Ladder Safety (Walnet) Asbestos Awareness (Walnet)	Workplace Health and Safety Committees (Walnet) Roles and Responsibilities (Classroom) Workplace Housekeeping (Walnet)	Health and Safety and the Law (Walnet) Workplace Accident Investigations (Walnet) Workplace Inspections (Walnet) Hazard Identification for Workplace Inspections (Walnet) Managing Workplace Hazards (Walnet) Workplace Health and Safety Committees (Walnet)
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Education Staff - All Secondary, Elementary, EA's, Secretaries, Librarians etc...	Overview of NPSCDSB Health and Safety Program (Classroom) Reporting Injuries, Illnesses and Incidents (Classroom) Roles and Responsibilities (Classroom) Hazard Identification (Classroom) Right To Refuse Work (Classroom) Right To Participate (Classroom) Health and Safety Policy (Classroom) Early and Safe Return to Work (Classroom) Designated Substances (Classroom) Footwear Policy (Classroom) Progressive Discipline Policy (Classroom) Workplace Violence (Classroom) Workplace Harassment (Classroom) Health, Safety and the Law (Walnet) Emergency Procedures (Classroom) Slips, Trips, Falls (Classroom) Personal Protective Equipment (Classroom)	Fire Safety (Walnet) WHMIS Refresher (Walnet) Manual Lifting Techniques (Classroom) Use of Mechanical Lifting Devices (Classroom)	Overview of NPSCDSB Health and Safety Program (Classroom) Footwear Policy (Classroom) Workplace Violence (Classroom) Workplace Harassment (Classroom) Workplace Ergonomics (Walnet) Ladder Safety (Walnet) Slips, Trips, Falls (Walnet) WHMIS Refresher (Walnet) Fire Safety (Walnet) Emergency Procedures (Classroom) Reporting Injuries, Illnesses and Incidents (Classroom) Roles and Responsibilities (Classroom)	Overview of NPSCDSB Health and Safety Program (Classroom) Footwear Policy (Classroom) Workplace Violence (Classroom) Workplace Harassment (Classroom) Driver Safety (Walnet) Slips, Trips, Falls (Walnet) Health, Safety and the Law (Walnet) WHMIS (Walnet) Fire Safety (Walnet) Manual Lifting Techniques (Classroom) Use of Mechanical Lifting Devices (Classroom) Emergency Procedures (Classroom) Reporting Injuries, Illnesses and Incidents (Classroom) Roles and Responsibilities (Classroom)	Non-Violent Crisis Intervention (Classroom) - Section 23 Teachers, E.A.s Machine Guarding (Classroom) - Tech. Studies Teachers
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Occasional Education Staff - All Secondary, Elementary, EA's, Secretaries, etc...	Overview of NPSCDSB Health and Safety Program (Classroom) Reporting Injuries, Illnesses and Incidents (Classroom) Roles and Responsibilities (Classroom) Hazard Identification (Classroom) Right To Refuse Work (Classroom) Right To Participate (Classroom) Health and Safety Policy (Classroom) Early and Safe Return to Work (Classroom) Designated Substances (Classroom) Footwear Policy (Classroom) Progressive Discipline Policy (Classroom) Workplace Violence (Classroom) Workplace Harassment (Classroom) Health, Safety and the Law (Walnet) Emergency Procedures (Classroom) Slips, Trips, Falls (Classroom) Personal Protective Equipment (Classroom)	Fire Safety (Walnet) WHMIS Refresher (Walnet) Manual Lifting Techniques (Classroom) Use of Mechanical Lifting Devices (Classroom)	Overview of NPSCDSB Health and Safety Program (Classroom) Footwear Policy (Classroom) Workplace Violence (Classroom) Workplace Harassment (Classroom) Workplace Ergonomics (Walnet) Ladder Safety (Walnet) Slips, Trips, Falls (Walnet) WHMIS Refresher (Walnet) Fire Safety (Walnet) Emergency Procedures (Classroom) Reporting Injuries, Illnesses and Incidents (Classroom) Roles and Responsibilities (Classroom)	Overview of NPSCDSB Health and Safety Program (Classroom) Footwear Policy (Classroom) Workplace Violence (Classroom) Workplace Harassment (Classroom) Driver Safety (Walnet) Slips, Trips, Falls (Walnet) Health, Safety and the Law (Walnet) WHMIS (Walnet) Fire Safety (Walnet) Manual Lifting Techniques (Classroom) Use of Mechanical Lifting Devices (Classroom) Emergency Procedures (Classroom) Reporting Injuries, Illnesses and Incidents (Classroom) Roles and Responsibilities (Classroom)
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Education Staff and Occasional Education Staff (New Hires) New Worker Health and Safety Orientation
Non-Violent Crisis Intervention (Classroom) - Sections 23 Teachers, Eas
Machine Guarding (Classroom) - Tech. Studies Teachers

Lunch Room Supervisors	Overview of NPSCDSB Health and Safety Program (Classroom) Health, Safety and the Law (Walnet) Lunch Time Supervisor Training Video Series (Classroom) Roles and Responsibilities (Classroom) Reporting Injuries, Illnesses and Incidents (Classroom) Right to Refuse Work (Classroom) Right to Participate (Classroom) Health and Safety Policy (Classroom) Early and Safe Return to Work (Classroom) Footwear Policy (Classroom) Progressive Discipline Policy (Classroom) Workplace Violence (Classroom) Workplace Harassment (Classroom) Emergency Procedures (Classroom) Slips, Trips, Falls (Classroom) Personal Protective Equipment (Classroom)	WHMIS Refresher (Walnet) Manual Lifting Techniques (Classroom) Use of Mechanical Lifting Devices (Classroom)	Overview of NPSCDSB Health and Safety Program (Classroom) Footwear Policy (Classroom) Workplace Violence (Classroom) Workplace Harassment (Classroom) Slips, Trips, Falls (Walnet) WHMIS Refresher (Walnet) Emergency Procedures (Classroom) Reporting Injuries, Illnesses and Incidents (Classroom)	Overview of NPSCDSB Health and Safety Program (Classroom) Footwear Policy (Classroom) Workplace Violence (Classroom) Workplace Harassment (Classroom) Slips, Trips, Falls (Walnet) Health, Safety and the Law (Walnet) WHMIS (Walnet) Lunch Time Supervisor Training Video Series (Classroom) Manual Lifting Techniques (Classroom) Use of Mechanical Lifting Devices (Classroom) Emergency Procedures (Classroom) Roles and Responsibilities (Classroom) Reporting Injuries, Illnesses and Incidents (Classroom)
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Lunch Room Supervisors (New Hires) New Worker Health and Safety Orientation
Lunch Time Supervisor Training Video Series (Classroom)

<p>LT Technician</p>	<p>Overview of NPSCOSB Health and Safety Program (Classroom) Drive Safety (Wellnet) Lockout/Tag out (Wellnet) Electrical Safety (Wellnet) Managing Workplace Hazards (Wellnet) Recognizing Asbestos Hazards (Wellnet) Reporting Injuries, Illnesses and Incidents (Classroom) Roles and Responsibilities (Classroom) Hazard Identification (Classroom) Right To Refuse Work (Classroom) Right To Participate (Classroom) Health and Safety Policy (Classroom) Early and Safe Return to Work (Classroom) Designated Substances (Classroom) Footwear Policy (Classroom) Progressive Discipline Policy (Classroom) Workplace Violence (Classroom) Workplace Harassment (Classroom) Health, Safety and the Law (Wellnet) Emergency Procedures (Classroom) Slips, Trips, Falls (Classroom) Personal Protective Equipment (Classroom)</p>	<p>WHMIS Refresher (Wellnet) Fire Safety (Wellnet) Manual Lifting Techniques (Classroom) Use of Mechanical Lifting Devices (Classroom)</p>	<p>Overview of NPSCOSB Health and Safety Program (Classroom) WHMIS Refresher (Wellnet) Lockout/Tag Out (Wellnet) Footwear Policy (Classroom) Workplace Violence (Classroom) Workplace Harassment (Classroom) Workplace Ergonomics (Wellnet) Ladder Safety (Wellnet) Slips, Trips, Falls (Wellnet) Fire Safety (Wellnet) Emergency Procedures (Classroom) Reporting Injuries, Illnesses and Incidents (Classroom) Roles and Responsibilities (Classroom)</p>	<p>Overview of NPSCOSB Health and Safety Program (Classroom) WHMIS (Wellnet) Lockout/Tag out (Wellnet) Electrical Safety (Wellnet) Managing Workplace Hazards (Wellnet) Recognizing Asbestos Hazards (Wellnet) Footwear Policy (Classroom) Workplace Violence (Classroom) Workplace Harassment (Classroom) Driver Safety (Wellnet) Slips, Trips, Falls (Wellnet) Health, Safety and the Law (Wellnet) Fire Safety (Wellnet) Manual Lifting Techniques (Classroom) Use of Mechanical Lifting Devices (Classroom) Emergency Procedures (Classroom) Reporting Injuries, Illnesses and Incidents (Classroom) Roles and Responsibilities (Classroom)</p>
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LT Technician (New Hires) New Worker Health and Safety Orientation

<p>JHSC Committee Members (In Addition to training received as a worker)</p>	<p>Workplace Accident Investigations (Wellnet) Workplace Inspections (Wellnet) Roles and Responsibilities (Classroom) Workplace Health and Safety Committees (Wellnet) Hazard Identification for Workplace Inspections (Wellnet) Managing Workplace Hazards (Wellnet) Joint Health and Safety Committee Orientation (Wellnet)</p>	<p>Driver Safety (Wellnet) Workplace Housekeeping (Wellnet) Workplace Ergonomics (Wellnet) Ladder Safety (Wellnet) Asbestos Awareness (Wellnet)</p>	<p>Workplace Health and Safety Committees (Wellnet) Roles and Responsibilities (Classroom) Workplace Housekeeping (Wellnet)</p>	<p>Workplace Accident Investigations (Wellnet) Workplace Inspections (Wellnet) Hazard Identification for Workplace Inspections (Wellnet) Managing Workplace Hazards (Wellnet) Workplace Health and Safety Committees (Wellnet) Roles and Responsibilities (Classroom) Ladder Safety (Wellnet)</p>
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<p>Utility Person/Groundskeeper</p>	<p>Overview of NPSCOSB Health and Safety Program (Classroom) Reporting Injuries, Illnesses and Incidents (Classroom) Roles and Responsibilities (Classroom) Hazard Identification (Classroom) Right To Refuse Work (Classroom) Right To Participate (Classroom) Health and Safety Policy (Classroom) Early and Safe Return to Work (Classroom) Designated Substances (Classroom) Footwear Policy (Classroom) Progressive Discipline Policy (Classroom) Workplace Violence (Classroom) Workplace Harassment (Classroom) Health, Safety and the Law (Wellnet) Lockout/Tag out (Wellnet) Electrical Safety (Wellnet) Managing Workplace Hazards (Wellnet) Asbestos Awareness (Wellnet) Emergency Procedures (Classroom) Slips, Trips, Falls (Classroom) Personal Protective (Classroom)</p>	<p>Driver Safety (Wellnet) WHMIS Refresher (Wellnet) Ladder Safety (Wellnet) Manual Lifting Techniques (Classroom) Use of Mechanical Lifting Devices (Classroom) Working From Heights (Classroom) Machine Guarding (Classroom)</p>	<p>Overview of NPSCOSB Health and Safety Program (Classroom) WHMIS Refresher (Wellnet) Lockout/Tag out (Wellnet) Fire Safety (Wellnet) Hand Hygiene (Wellnet) Footwear Policy (Classroom) Workplace Violence (Classroom) Workplace Harassment (Classroom) Slips, Trips, Falls (Wellnet) Emergency Procedures (Classroom) Machine Guarding (Classroom) Reporting Injuries, Illnesses and Incidents (Classroom) Roles and Responsibilities (Classroom)</p>	<p>Overview of NPSCOSB Health and Safety Program (Classroom) WHMIS (Wellnet) Lockout/Tag out (Wellnet) Electrical Safety (Wellnet) Driver Safety (Wellnet) Recognizing Asbestos Hazards (Wellnet) Fire Safety (Wellnet) Footwear Policy (Classroom) Workplace Violence (Classroom) Workplace Harassment (Classroom) Slips, Trips, Falls (Wellnet) Health, Safety and the Law (Wellnet) Ladder Safety (Wellnet) Manual Lifting Techniques (Classroom) Use of Mechanical Lifting Devices (Classroom) Emergency Procedures (Classroom) Working From Heights (Classroom) Reporting Injuries, Illnesses and Incidents (Classroom) Roles and Responsibilities (Classroom) Asbestos Awareness (Wellnet)</p>
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Utility Person/Grounds Keeper (New Hires) New Worker Health and Safety Orientation
 Lockout/Tag out (Wellnet)
 Electrical Safety (Wellnet)
 Managing Workplace Hazards (Wellnet)
 Asbestos Awareness (Wellnet)
 Working From Heights (Classroom)
 Emergency Procedures (Classroom)
 Personal Protective (Classroom)

<p>Head Custodians, Assistant Head Custodian</p>	<p>Overview of NPSCOSB Health and Safety Program (Classroom) Reporting Injuries, Illnesses and Incidents (Classroom) Roles and Responsibilities (Classroom) Hazard Identification (Classroom) Right To Refuse Work (Classroom) Right To Participate (Classroom) Health and Safety Policy (Classroom) Early and Safe Return to Work (Classroom) Designated Substances (Classroom) Footwear Policy (Classroom) Progressive Discipline Policy (Classroom) Workplace Violence (Classroom) Workplace Harassment (Classroom) Health, Safety and the Law (Wellnet) Lockout/Tag out (Wellnet) Electrical Safety (Wellnet) Managing Workplace Hazards (Wellnet) Asbestos Awareness (Wellnet) Emergency Procedures (Classroom) Slips, Trips, Falls (Classroom) Personal Protective Equipment (Classroom)</p>	<p>WHMIS Refresher (Wellnet) Ladder Safety (Wellnet) Fire Safety (Wellnet) Clean Sweep (Third Party Provider) Manual Lifting Techniques (Classroom) Use of Mechanical Lifting Devices (Classroom) Working From Heights (Classroom)</p>	<p>Overview of NPSCOSB Health and Safety Program (Classroom) WHMIS Refresher (Wellnet) Lockout/Tag out (Wellnet) Fire Safety (Wellnet) Hand Hygiene (Wellnet) Footwear Policy (Classroom) Workplace Violence (Classroom) Workplace Harassment (Classroom) Slips, Trips, Falls (Wellnet) Blood Borne Pathogens (Wellnet) Clean Sweep (Third Party Provider) Workplace Ergonomics (Wellnet) Emergency Procedures (Classroom) Reporting Injuries, Illnesses and Incidents (Classroom) Roles and Responsibilities (Classroom)</p>	<p>Overview of NPSCOSB Health and Safety Program (Classroom) WHMIS (Wellnet) Lockout/Tag out (Wellnet) Electrical Safety (Wellnet) Recognizing Asbestos Hazards (Wellnet) Fire Safety (Wellnet) Footwear Policy (Classroom) Workplace Violence (Classroom) Workplace Harassment (Classroom) Slips, Trips, Falls (Wellnet) Health, Safety and the Law (Wellnet) Ladder Safety (Wellnet) Clean Sweep - Safe Work Practices for Custodians (Third Party Provider) Manual Lifting Techniques (Classroom) Use of Mechanical Lifting Devices (Classroom) Emergency Procedures (Classroom) Working From Heights (Classroom) Reporting Injuries, Illnesses and Incidents (Classroom) Roles and Responsibilities (Classroom) Asbestos Awareness (Wellnet)</p>
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Head Custodian, Assistant Head Custodian (New Hires)

New Worker Health and Safety Orientation
Recognizing Asbestos Hazards (Webnet)
Working From Heights (Classroom)
Clean Sweep - Safe Work Practices for Custodians (Third Party Provider)
Lockout/Tag out (Webnet)

<p>Custodians</p>	<p>Overview of NPSCDSB Health and Safety Program (Classroom) Reporting Injuries, Illnesses and Incidents (Classroom) Roles and Responsibilities (Classroom) Hazard Identification (Classroom) Right To Refuse Work (Classroom) Right To Participate (Classroom) Health and Safety Policy (Classroom) Early and Safe Return to Work (Classroom) Designated Substances (Classroom) Footwear Policy (Classroom) Progressive Discipline Policy (Classroom) Workplace Violence (Classroom) Workplace Harassment (Classroom) Health, Safety and the Law (Webnet) Lockout/Tag out (Webnet) Electrical Safety (Webnet) Managing Workplace Hazards (Webnet) Asbestos Awareness (Webnet) Emergency Procedures (Classroom) Slips, Trips, Falls (Classroom) Personal Protective Equipment (Classroom)</p>	<p>WHMIS Refresher (Webnet) Ladder Safety (Webnet) Fire Safety (Webnet) Clean Sweep (Third Party Provider) Manual Lifting Techniques (Classroom) Use of Mechanical Lifting Devices (Classroom) Working from Heights (Classroom)</p>	<p>Overview of NPSCDSB Health and Safety Program (Classroom) WHMIS Refresher (Webnet) Lockout/Tag out (Webnet) Fire Safety (Webnet) Hand Hygiene (Webnet) Footwear Policy (Classroom) Workplace Violence (Classroom) Workplace Harassment (Classroom) Slips, Trips, Falls (Webnet) Blood Borne Pathogens (Webnet) Clean Sweep (Third Party Provider) Workplace Ergonomics (Webnet) Emergency Procedures (Classroom) Reporting Injuries, Illnesses and Incidents (Classroom) Roles and Responsibilities (Classroom)</p>	<p>Overview of NPSCDSB Health and Safety Program (Classroom) WHMIS (Webnet) Lockout/Tag out (Webnet) Electrical Safety (Webnet) Recognizing Asbestos Hazards (Webnet) Fire Safety (Webnet) Footwear Policy (Classroom) Workplace Violence (Classroom) Workplace Harassment (Classroom) Slips, Trips, Falls (Webnet) Health, Safety and the Law (Webnet) Ladder Safety (Webnet) Clean Sweep - Safe Work Practices for Custodians (Third Party Provider) Manual Lifting Techniques (Classroom) Use of Mechanical Lifting Devices (Classroom) Emergency Procedures (Classroom) Working From Heights (Classroom) Reporting Injuries, Illnesses and Incidents (Classroom) Roles and Responsibilities (Classroom) Asbestos Awareness (Webnet)</p>
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Custodians (New Hires)

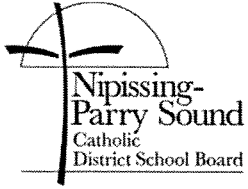
New Worker Health and Safety Orientation
Recognizing Asbestos Hazards (Webnet)
Working From Heights (Classroom)
Clean Sweep - Safe Work Practices for Custodians (Third Party Provider)
Lockout/Tag out (Webnet)

Student Employees, Tutors in the Classroom, French Language Monitors

New Worker Health and Safety Orientation
Additional Job and Associated Hazard Specific Training

New Worker Health and Safety Orientation

Overview of NPSCDSB Health and Safety Program (Classroom)
Health and Safety Policy (Classroom)
Roles and Responsibilities (Classroom)
Safe Work Practices (Classroom)
Reporting Injuries, Illnesses and Incidents (Classroom)
Hazard Identification (Classroom)
Right To Refuse Work (Classroom)
Right To Participate (Classroom)
Early and Safe Return to Work (Classroom)
Designated Substances (Classroom)
Footwear Policy (Classroom)
Progressive Discipline Policy (Classroom)
Workplace Violence (Classroom)
Workplace Harassment (Classroom)
Health, Safety and the Law (Webnet)
Manual Lifting Techniques (Classroom)
Use of Mechanical Lifting Devices (Classroom)
Personal Protective Equipment (Classroom)
Slips, Trips, Falls (Webnet)
Emergency Procedures (Classroom)



10.7 HEALTH & SAFETY ORIENTATION TRAINING CHECKLIST – WORKSITE SPECIFIC

Employee Name: _____

Orientation Date: _____

Position: _____

Immediate Supervisor: _____

Type of Orientation:

- New Employee Transfer Rehire
 Student Promotion Return from Leave of Absence

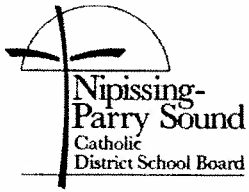
Components of Training – Immediate Supervisor

Employee Initials	Training Component	Date Training Completed	Trainer's Initials
	Safe Work Practices (job specific)		
	Site Health & Safety Representative		
	Location of MSDS Sheets		
	Health & Safety Bulletin Board Location		
	Location of Eye Wash Station		
	Location of First Aid Kit		
	Personal Protective Equipment (use and maintenance)		
	Emergency Procedures		
	Pre-Use Inspection Procedure		
	Other training as necessary (please include details):		

Signature of Employee: _____

Signature of Immediate Supervisor: _____

Please complete and return to the Human Resources Department via fax 705-472-4220



10.8 HEALTH & SAFETY ORIENTATION TRAINING CHECKLIST - GENERAL

Employee Name: _____

Orientation Date: _____

Position: _____

Immediate Supervisor: _____

Type of Orientation:

- New Employee Transfer Rehire
 Student Promotion Return from Leave of Absence

Components of Training – Human Resources Department

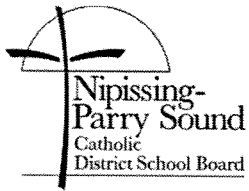
Employee Initials	Training Component	Date Training Completed	Trainer's Initials
	Review of NPSCDSB Health & Safety Policy		
	Overview of NPSCDSB Health & Safety Program		
	Roles and Responsibilities (Legislation) applicable to the employee's role and level of authority		
	Safe Work Practices (general)		
	Reporting Injuries, Illness and Incidents		
	Hazard Identification and Reporting		
	Right to Refuse Unsafe Work		
	Right to Participate – Joint Health & Safety Committee		
	Right to Know		
	Early and Safe Return to Work		
	Designated Substances		
	Footwear Policy		
	Progressive Discipline Policy		
	Workplace Violence		
	Workplace Harassment		

Employee Initials	Training Component	Date Training Completed	Trainer's Initials
	Manual Lifting Techniques and Use of Manual Lifting Devices		
	WHMIS		
	Workplace Inspection Program		
	Visitor Safety Procedure		
	Purchase and Modification Procedure		
	Hot Work Procedure		
	Confined Space Procedure		
	Other training as necessary (please include details:		

Signature of Employee: _____

Signature of Immediate Supervisor: _____

Please complete and return to the Human Resources Department via fax 705-472-4220



10.9 HEALTH AND SAFETY TRAINING SIGN-OFF SHEET

My signature verifies that I have attended the training, and I have read and understand the operating manual.

Course/Training Title: _____

Name of Trainer/Company: _____

Location (Training Centre): _____

Name (please print): _____

Signature: _____ Date: _____

Note: Please attach course evaluation and quiz if applicable.

Please complete the form and return it to the Health and Safety Officer.