

COMPETENCY – BASED TRAINING

HS 9

INTENT

Community Services is committed to supporting staff, students and volunteers to increase their knowledge of good health and safety practices in the workplace.

POLICY

Personnel receive competency-based training in Health and Safety policies and procedures.

PROCEDURES

1. Personnel receive health and safety orientation upon hire, and health and safety training annually thereafter. Training may include but is not limited to individual instruction, printed information such as policies and procedures, group sessions, practice sessions and drills.
2. Personnel receive training in the following areas:
 - health and safety practices,
 - identification of unsafe environmental factors;
 - emergency procedures
 - evacuation procedures
 - identification and reporting of critical incidents
 - reducing physical risks.
3. Training reviews are conducted after the training to assess the competencies of training participants.
4. Staff receive First Aid training if applicable to their position.
5. Individual training is documented in the personnel file and a record is kept of drills and other training exercises.

EFFECTIVE: Dec. 1, 2015	APPROVED BY: Executive Director	
REPLACES: April 1, 2014	MONITORING: H&S Committee	FREQUENCY: Annually