

Section 15 - Training

PURPOSE	Ongoing training and education will be used to ensure that all management staff and workers receive the appropriate training to supervise and/or perform their jobs safely.
SCOPE	Training and education will enhance our staff's knowledge and in turn provide them with the knowledge and skills required to implement sound accident prevention strategies.

RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Schedule all required training with applicable workers, Foreman and Managers.
- Maintain records and record completion dates on a training matrix.
- Assist in developing corporate health and safety training documentation, policies and procedures where required.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

Senior Management Responsibilities:

- Ensure all company employees receive the appropriate training and workplace specific overviews.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Ensure that the equipment, materials and protective are provided, maintained in good condition and used as prescribed.
- The measures and procedures prescribed are carried out in the workplace.

Project Manager Responsibilities:

- Assist in scheduling all required training with applicable workers, and Foreman.
- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.
- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

Superintendent Responsibilities:

- Assist in scheduling all required training with applicable workers, and Foreman.
- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.
- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

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Foreman Responsibilities:

- Assist in scheduling all required training with all applicable workers.
- Ensure site level training records are maintained and up to date.
- Ensure, where reasonably possible, that every Subcontractor, worker and visitor at the workplace complies with all Occupational Health and Safety Act and Regulations.

Workers Responsibilities:

- Advise Foreman of required or expired training requirements.
- Advise Foreman if experiencing any difficulties with assigned tasks, or if assigned tasks are beyond perceived limitations or medically not capable of performing tasks.

PROCEDURE

The **Health and Safety Coordinator** will review documentation of recent training received by all members of the team and recorded on Training Matrix. Completed training will be tracked using the Training Matrix. Additional training to be arrange as necessary.

Accordingly, the **Health and Safety Coordinator** will arrange appropriate training courses in a reasonable time to meet the legislative minimums and our minimum training requirements. At minimum, a corporate training review will be undertaken on an annual basis.

NOTE: All supervisory staff will receive Ontario's Basic Health and Safety Awareness Training for Supervisors within one week of performing work as a supervisor. Supervisory hirees will act as a Foreman assistant until all training is acquired.

NOTE: All employees are required to have at minimum MOL Worker Awareness, Orientation covering WHMIS, Working at Heights Awareness, and Confined Space Awareness.

DISTRIBUTION

The **Health and Safety Coordinator** shall maintain copies of the documentation pertaining to the training requirements.

RECORDS

Training documentation must be maintained by photocopying training certificates and data entered into electronic version of the Training Matrix.