



Number: H&S 2.3
Date: Jan 10, 2013
Supersedes: Oct 16, 2003

GENERAL MANUAL POLICY

APPROVED BY:



Executive Director

CATEGORY: Health & Safety

TOPIC: Health & Safety Orientation & Training Program

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POLICY

It is the policy of Community Living Thunder Bay to provide an Occupational Health and Safety Orientation and Training program for all employees.

PURPOSE

To ensure that all employees are aware of the Agency's Occupational Health and Safety policies and procedures.

RESPONSIBILITY

It is the responsibility of management to ensure employees receive adequate orientation and training. It is the responsibility of the employees to maintain their awareness of the Agency's Health and Safety policies and procedures. It is the responsibility of the employees, management and the Joint Occupational Health & Safety Committee to provide recommendations for training.

Initial: JB

GENERAL MANUAL PROCEDURE

TOPIC: Health & Safety Orientation & Training Program

PROCEDURE:

1. CLTB's Occupational Health and Safety Orientation and Training Program will cover the following areas as they apply and are required for:

- CLTB Health & Safety Policy Statement
- Occupational Health and Safety Act & Regulations
- Offenses, Penalties & Discipline
- Responsibilities/Rights, Worker, Supervisor, Employer, JOHSC
- How to Report an Injury
- Workplace Hazardous Materials Information System (WHMIS)
- Workplace Safety and Insurance Act (WSIB)
 - Early and Safe Return to Work Plans
 - Employee Report of Incidents/Potential Hazards Reports
- Fire Safety/Prevention
- Personal Protective Equipment
- Lifting and Transfers
- Machine Guarding
- Emergency Evacuation
- Workplace Inspections
- Infection Control
- 1st Aid / CPR Training
- Non-Violent Crisis Intervention Training

2. Upon commencement of employment, each new employee will receive orientation training in Health & Safety (in areas identified on subsequent page) provided to them through Human Resources. New employees will also receive H&S training i.e. evaluation plans specific to each site.
3. Upon completion of training, the employee will sign and date the Orientation & Training Affirmation form.
4. The onsite orientation form will be placed in the employee's personnel file
5. Occupational Health and Safety Orientation & Training will take place in accordance with the following schedule:

New Employee Orientation Training	Upon Hiring
Fire Safety	Annually
Workplace Hazardous Materials Information System	Annually
Program Specific Training	As Required/As Available

Initial: AB

GENERAL MANUAL PROCEDURE

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1 st Aid / CPR (Emergency)	Every 2 Years
Non-Violent Crisis Intervention Training	Every 2 Years
JOHSC Certification Training	As required

