



Department of
Health and Safety

Training, Awareness and Competence

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1.0 Introduction

Memorial University provides information, instruction, training, supervision, and facilities that are necessary to ensure the health, safety, and welfare of workers. The University ensures that workers, and particularly supervisors and managers, are familiar with health or safety hazards that may be met by them in the workplace.

2.0 Scope

Memorial has a plan in the OHS&E management system for orienting and training supervisors and workers and will be responsible to ensure all workers, particularly supervisors, are familiar with potential hazards in the workplace. It is essential for supervisors to have the education and training required to meet these duties and responsibilities. An effective OH&S education and training program will ensure supervisors know their roles and responsibilities in the OH&S system, in due diligence, in establishing and maintaining a healthy and safe work environment, and function in the internal responsibility system.

2.1 All members of the OH&S committee will receive OH&S certification training approved by the Workplace Health, Safety and Compensation Commission.

2.2 Workers shall use devices and equipment provided for their protection in accordance with the instructions for use and training provided with respect to the devices and equipment. Memorial University will ensure that appropriate systems are in place to ensure safety procedures are followed at all workplaces.

2.3 Memorial University will ensure that employees are competent to perform tasks that may impact OHS&E in the workplace. Competence shall be defined in terms of appropriate education, training, and/or experience. The University shall establish and maintain procedures to ensure that its employees working at each relevant function and level are aware of:

- The importance of conformance to the OH&S policy and procedures and to the requirements of the OH&S management system;
- The OH&S consequences, actual or potential, of their work activities and the OH&S benefits of improved personal performance;
- Their roles and responsibilities in achieving conformance to the OH&S policy and procedures and to the requirements of the OH&S management system, including emergency preparedness and response requirements; and
- The potential consequences of departure from specified operating procedures. Training procedures shall take into account differing levels of responsibility, ability, literacy, and risk.

2.4 Safety orientation training shall be provided to all new faculty and staff. Additional training will be provided for staff or students as required, based on job

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responsibilities or risks associated with required work tasks. The planning of training in health and safety is the responsibility of the Director of the Department of Health & Safety in cooperation with line management and the training department. Documented training records will be maintained. If any member of staff feels that he/she could benefit from specific safety training in addition to training that has been assessed as relevant by the University, they should request such training from their immediate supervisor.

3.0 **Training Schedule and Course Outline and Delivery**

- 3.1 All faculty and staff shall receive safety training appropriate to their position, as well as risks to which they are exposed to as part of their job function.
- 3.2 The Department of Health & Safety shall assist departments in developing an annual safety training plan for Memorial University faculty and staff. This analysis will be reviewed to ensure training is being delivered as required and to address any new or modified training requirements.

The Department of Health & Safety will also audit for compliance with this procedure.

- 3.3 It is the responsibility of the employee's immediate supervisor or manager to ensure that the employee completes the safety training identified in the annual safety training plan. It is the responsibility of the employee's immediate supervisor to ensure that employees attend training programs when enrolled.

4.0 **Legislated OH&S Training Requirements:**

- 4.1 Memorial will maintain an up-to-date listing of all education, training, orientation, and instruction required by specific references in the Occupational Health & Safety Act and Regulations. The following areas will receive priority when it comes to the delivery of scheduled OHS&E training relating to the OHS&E Act and Regulations, Occupational Health and Safety First Aid Regulations, Transportation of Dangerous Goods Regulations, WHMIS Regulations, Radiation Health & Safety Act and Regulations, Asbestos Abatement Regulations:

- Joint OH&S Committee training
- New Worker orientation
- Youth and Student worker orientation
- Chemical training (WHMIS)
- Silica exposure
- Safety Inspections
- Fire fighting
- Fire prevention and emergency evacuation procedures

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- Radiation hazards
- Respiratory protection
- Explosive actuated tools (Hilti guns, etc.)
- Electrical requirements/Power line Hazards
- Operation of Hoisting equipment
- Mobile equipment
- Cranes, derricks, and hoists
- Work areas over water
- Airless spraying equipment
- First Aid
- Flag person
- Asbestos
- Transportation of Dangerous Goods

4.2 Other OHS&E training courses identified for delivery to Memorial staff, based on the value of the course or the risk the content of the course is intended to address, include:

- Due Diligence, Internal Responsibility, and Legal Information for Supervisors
- CPR
- Hot Work
- Confined Space Entry
- Fall protection
- Lock Out/Tag Out
- Accident/Incident Investigation
- Defensive Driving
- Blood Borne Pathogens
- Ergonomics
- Trenching/Excavation
- Environmental Protection

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5.0 Charges for Nonattendance at Safety Training Programs

5.1 The Department of Health & Safety is committed to providing high quality, cost-effective training programs. Considering the associated costs of delivering a training program, the effectiveness of the program is reduced when employees register for programs but fail to attend without adequate notification.

5.2 A program "no-show" fee will be charged to departments when an employee registers for a program but fails to attend. The amount of the fee will equal either the registration fee of the program or a prorated cost based on the cost of the program (including room rental, refreshments, and training materials).

This fee will be waived when departments send a substitute for the person who has registered or provide 72 hours notice of cancellation to the Office of Safety and Environmental Services. Normally this notice period will enable the Office of Safety and Environmental Services to find a replacement. When the notice period is less than 72 hours and a replacement cannot be found, the no-show charge will apply.

5.3 All OHS&E education and training programs at the University will be systematically connected with all other elements of the University's OH&S management system. Course development and delivery will be determined based on:

- A review of all OH&S program elements to determine education and training needs;
- Prioritization of education and training needs based on risk;
- Development of education and training standards;
- Decisions regarding who will deliver the education and training (ie: internal vs outside resources);
- A process for ongoing evaluation of education and training; and
- Maintenance and retention of safety training records.

5.4 A record of safety training completed by faculty, staff, students, and contractors shall be documented and retained in the Office of Safety and Environmental Services.

Legislative Reference: OH&S Act Section 5 (b). Occupation Health & Safety Act Part I (h), (i) and (ii), Part I (u) and Part III 12 (1) (e).

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