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| **Title of Policy:**  Training Policy | **Number:**  Policy #4 |
| **Effective Date:**  April 20, 2023 | **Page Number:**  1 to 5 |
| **Approved Date:**  **Revision Date:**  Three years from the effective date or sooner if changes in legislation or process happen. | **Approved by:**  **Signature of approving authority:** |
| **1. Applicability**   * This policy applies to all supervisors, managers, workers, contractors and students.   **2. Definition of New Workers**  “New Workers” is defined by Manitoba Workplace Safety and Health Regulations (MB WSH Reg), 217/2006 (s 2.2.1(1)) as follows:   * Workers that are new to the workplace (e.g., workers starting employment, temporary or seasonal workers, new immigrants). * Workers that have moved from one area of the workplace to another area of the workplace that has different facilities, procedures or hazards (e.g., workers who are reassigned or transferred to a new job, workers being introduced to new equipment, processes or procedures). * Workers that are being relocated to a different workplace with different facilities, procedures or hazards (e.g., workers with a change in career path or workers who are transferred to a different office location). * Workers returning to the same workplace, but the processes or hazards in the workplace changed while the worker was away (e.g., workers returning from a leave of absence). * Definition of other terms are provided in [appendix A](file:///C:\Users\RUTVI\Documents\Appendix%20A-Definitions.doc).   **3. Rationale or background to policy:**   * Training plan is a legislative requirement (W210, s 7.4(5)(h)) and an important element of the health and safety program. Every employer is obligated to provide information, instruction and training to a worker to ensure, so far as reasonably practicable, the safety and health of the worker. This policy provides a framework to ensure compliance with the legislative requirements on training of workers.   **4. Policy Statement**:   * Everyone with duties under the legislation and safety program (workers, supervisors, managers, and health and safety committee) shall receive adequate training based on their responsibilities, jobs and/or tasks. * Workers shall be trained: * at the commencement of employment, * when reassigned or transferred to a new job, * when new equipment, processes or procedures are introduced, * when performance does not meet safety and health requirements, * when planning must be done for non-routine or irregular tasks. * Workers shall receive new worker orientation and job/task-specific training. * A new worker shall not be allowed to perform any work without being trained. However, he may perform a work activity while being trained if the worker is under the direction of a supervisor or another person who is fully trained and has sufficient experience in performing that work activity to ensure that the safety and health of the worker and any other person is not at risk. * Training activities shall * be provided to all employees based on their duties and responsibilities. * be conducted by competent persons. * include timely refresher/follow-up training at a minimum every three years. * Include competency tests. * Include an evaluation method to evaluate if the training is effective and modify where necessary. * Include other individuals (such as volunteers, unpaid interns, and students) that are not employed but perform work for the organization. * We shall train all contracted employer or self-employed person working in the organization or take measures to ensure they are trained in relevant: * Organizational safety and health requirements. * Legislation, safety rules and work procedures specific to their contract. * Elements of the workplace safety and health program, specific to their contract.   **5. New Worker Orientation**   * A new worker must attend the safety and health orientation before commencement of work activities. The following topics shall be covered in the new worker’s orientation: * a general review of the organization’s safety and health program * the employer’s and worker’s rights and responsibilities under *The Workplace Safety and Health Act* and applicable regulations. * the name and contact information of the new worker’s supervisor . * the procedure for reporting unsafe conditions at the workplace * the procedure for exercising the right to refuse dangerous work at the workplace * contact information for the safety and health committee or representative (as applicable) * any policies, programs and safe work procedures that were developed pursuant to *The Workplace Safety and Health Act* and applicable regulations that apply to the work to be done by the worker. * the hazards to which the worker may be exposed and the control measures undertaken to protect the worker. * location of first aid facilities, means of summoning first aid and procedures for reporting illnesses and injuries. * emergency procedures (e.g., first aid, fire, evacuation, etc.). * identification of prohibited or restricted areas or activities. * any other matters necessary to ensure the safety and health of the worker at the workplace. * A new worker must complete the new worker orientation checklist ([**Form 9**](file:///C:\Users\RUTVI\Documents\Form%209-New%20Worker%20Orientation%20Form.docx)) and submit to the supervisor at the end of the training for the employer’s record.   **6. Job-Specific Training**   * Workers shall be trained in safe work procedures (SWP) that have been developed for the specific tasks they will be performing. * Pictorial representation of the SWP will be provided for workers who may not be able to understand the information due to many reasons, i.e. identified vulnerable persons. * SWP will be translated into other languages to accommodate workers with language barrier. * Workers must be retrained every three years or when they take on new responsibilities and encounter new work or new work areas at the workplace.   **7. Training Evaluation**   * Training evaluation must be conducted to ensure the competencies of workers and training effectiveness. * Upon completion of any training, the trainer must evaluate the workers using the most appropriate method (written or verbal tests, practical tests, constructive coaching, mentoring, and individual or group discussion). * If a worker fails to demonstrate satisfactory performance at the competency test, * The worker should be removed from work until competency can be demonstrated. * Supervisor should discuss the process for remediation with the worker and initiate retraining. * Retrain employee as per a pre-arranged schedule. * Re-assess the worker following scheduled retraining. * Determine competency following completion of retraining. * The supervisor and the worker should provide statement of competency. * Document all remediation steps and results. * All evaluations shall be documented.   **8. Training Matrix (**[**Appendix C**](file:///C:\Users\RUTVI\Documents\Appendix%20C-Training%20Matrix.xlsx)**)**   * Training matrix is used to plan and track training activities for workers in an organization. * It indicates who or what work group will be trained. * It indicates the specific training topics that will be covered along with desired learning outcomes. * It contains the method of delivery, competency testing, frequency of training and criteria for qualified trainer.   **9. Responsibilities/Accountabilities:**  **Employer:**   * Ensure required training is provided to all employees in the workplace. * Provide resources for training activities. * Ensure review of training policy, effectiveness and refresher every three years or sooner if changes in legislation or process happen.   **Managers and Supervisors:**   * Develop and implement a policy and procedures that describe the training to be provided to workers and supervisors. * Develop a plan to train all workers specific to their tasks or position (training matrix). * Develop specific competency testing to ensure effective knowledge transfer. * Document and retain training records. * Enforce procedures and ensure workers apply learning.   **Workers:**   * Participate in training. * Apply learning and comply with policies and procedures. * Recommend training to management.   **Workplace Safety and Health (WSH) Committee:**   * Participate in training. * Works with the employer on setting up the training plan. * Recommend employee training to management. * Monitor to ensure the training plan is maintained. * Participate in the review of training policy.   **Contractors and Subcontractors:**   * Provide documentation relevant to the required training and other documentation as indicated on their contract. * Attend contractor orientation prior to beginning their contract and complete the contractor safety orientation form ([**Form 10**](file:///C:\Users\RUTVI\Documents\Form%2010-Contractor%20Safety%20Orientation%20Form.docx)).   **10. Consequences for Non-Compliance**   * Non-compliance with this policy shall result in verbal warnings, written warnings followed by termination as per HR policy on Discipline. * Non-compliance may result in administrative penalties, improvement orders and dependent on the infraction, may result in criminal charges (W210, s55).   **11. Review of Policy**   * Employer will ensure a review of this policy at a minimum of every three years or sooner when there are changes in legislation, procedures, or the environment. The WSH committee must be consulted during this review and minutes must be kept as per discussions of their review.   **12. Policy Implementation Plan:**   * This policy will be implemented according to the training matrix ([Appendix C](file:///C:\Users\RUTVI\Documents\Appendix%20C-Training%20Matrix.xlsx)).   **13. Record Retention:**   * Keep records as per the provincial record retention schedule ([Appendix D](file:///C:\Users\RUTVI\Documents\Appendix%20D-Record%20Retention.pdf))   **14. References:**   * LabCE (n.d.). Corrective Action for Failed Competency Assessment. Retrieved from <https://www.labce.com>. * Manitoba Workplace Safety and Health Act, W210 (2021). * Padua, E. (2022). Policy Writing, Documentation and Reporting SAFE-1032. * Record Retention Manitoba, Safe Work Manitoba. * Safe Work Manitoba (2010). Guide for Developing a Workplace Safety and Health Program. * Safe Work Manitoba (n.d.). New Worker Orientation and Training Guide. | |