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Safety Training Directive

Education and training are vital components of incident prevention. Physical Plant provides training to ensure that workers are prepared to perform their jobs safely, and to meet legislated requirements.

Employees are responsible to:

- Participate in and apply the training received;
- Only perform work tasks for which they have received sufficient training;
- Report to the supervisor if they require training to perform a task.

At a minimum, all employees receive:

- **Safety orientations:** Upon commencement of employment, new employees will receive a safety orientation. A general orientation is given by the Safety and Training Coordinator. A work unit specific orientation is conducted by the supervisor. A refresher of the general orientation and work unit specific orientation is required when an employee’s regular work area changes.

- **Toolbox Talks/Safety Meetings:** Must be held on a regular basis, at minimum a 30 minute meeting every two weeks. The duration of the meeting must be spent discussing safety related topics.

- **Job-specific training:** Training specific to a job or task is conducted as required within each work unit, with particular attention focused on new equipment and procedures. Training is conducted by qualified personnel and must include a written competency check or performance test.

- **Specialized training:** As identified to meet the requirements of applicable Provincial workplace safety and health regulations, for example: WHMIS, Fall Protection, Aerial Work Platform, Confined Space.

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