



15 April, 2012

To: Physical Plant Staff
From: Rod Berscheid, Assistant Director
Subject: Safety Training Coordination

The purpose of this directive is to outline the safety training within the Physical Plant.

Education and training are vital components of accident prevention. Physical Plant provides training that is necessary to prevent accidents and damages to properties. The training ensures that all employees are competent for the task assigned.

The Training and Safety Coordinator (TSC) plays a vital role supporting Supervisors and individual employees in maintaining currency on the safety training associated with their respective responsibilities. This includes:

- Tracking training required by employees.
- Providing reports to supervisors on training requirements and results.
- Advising Management on the need for specific courses to be run.
- Coordinating a consolidated Training plan for Physical Plant.

Supervisors are required to

- Monitor the requirements of their respective departments .
- As assess individual and collective proficiency in conducting related tasks .
- Provide technical input to the TSC in preparation of the training plans.
- Follow up to ensure training is delivered as required.

Employees are required to:

- Participate in and apply the training received.
- Request and receive training prior to conducting a task that requires training, that they are not competent in, or cannot do safely.
- Ask their supervisor for assistance if they are in doubt.

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 Training and Safety Coordinator. A Work Unit specific orientation is conducted by the supervisor.

- Toolbox Talks/Safety Meetings: Must be held on a regular basis, at a minimum once a month. Topics must be relevant to the job and/or hazards identified.
- Job-specific training: Training specific to a job or task are conducted as required, 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.
- WHMIS training: All personnel are instructed in the Workplace Hazardous Materials Information System to reduce the risk associated with controlled products. General training covers labels and material safety data sheets, with site specific training on the controlled product used conducted by qualified personnel.

All training is documented and a copy retained on file for future reference and to schedule refresher training sessions. All personnel are issued a personalized "Step-Up To Safety" passport from the Construction Association of Manitoba.