

SUPERVISOR AND EMPLOYEE TRAINING PROCEDURE

Overview:

Supervisors and employees have the right to be knowledgeable of the hazards in their workplaces. For this reason the Turtle Mountain School Division (The Division) shall provide training to Supervisors and employees in the Division to identify the hazards and equip them to deal with those identified hazards safely.

Supervisors:

Supervisors are responsible for providing day to day training for their employees and Students. School principals and teachers in higher safety risk areas, such as science rooms, shops, phys-ed and home economics, foremen, and head custodians are to be considered for this procedure. The priority of the training and the length of each training session will be dependent upon the school or program the Supervisor is based out of. All staff shall receive orientation training upon hire consisting of the programs listed below.

All principals, science teachers, shop teacher, home economics and physical education teachers shall receive the following training;

1. Workplace Safety and Health Procedure overview
 - a. Supervisors Rights and Responsibilities/inspections
 - b. WS&H committee terms of Reference
 - c. Incident Reporting
 - d. Orientation Program
 - e. Personal Protective Equipment
2. Chemical Control Procedure
 - a. MSDS procedure
 - b. Purchasing
 - c. WHMIS
 - i. Emergency Spill Procedure
3. Physical Hazards identification Procedure
 - a. Job Hazard Analysis procedure
4. Biological Hazard Identification Procedure
 - a. Mould Procedure
5. Harassment Policy
6. Violence Policy
7. Working Alone Procedure
8. Right to Refuse Dangerous Work
9. First Aid Procedure
10. Hearing Conservation Procedure
11. Slip/Trip/Fall prevention procedure
12. Accident Investigation
13. Emergency Preparedness
14. Safety Audit Procedure

In addition to the above training programs, all Supervisors and Head Custodians will also receive the following Training Programs:

15. Lock out Program

Cross Reference: Policy A-11

Approval Date: February 24, 2017

Review Date:

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16. Fall Arrest Procedure
17. Racking and Shelving
18. Air Sampling and Ventilation Inspection
19. Confined space Policy
20. Machine Guarding Policy
21. Hot works program
22. Powered Mobile Equipment
23. Asbestos Identification Procedure
24. Contracted or self-employed persons

Teachers (Where applicable, based on teacher assignment as deemed by supervisor.):

All Teachers not considered Supervisors shall receive the following Training:

1. Workplace Safety and Health Procedure overview
 - a. Supervisors Rights and Responsibilities/inspections
 - b. WS&H committee terms of Reference
 - c. Incident Reporting
 - d. Orientation Program
 - e. Personal Protective Equipment
2. Chemical Control Procedure
 - a. MSDS procedure
 - b. Purchasing
 - c. WHMIS
 - i. Emergency Spill Procedure
3. Physical Hazards identification Procedure
 - a. Job Hazard Analysis procedure
4. Biological Hazard Identification Procedure
 - a. Mould Procedure
5. Harassment Policy
6. Violence Policy
7. Working Alone Procedure
8. Right to Refuse Dangerous Work
9. First Aid Procedure
10. Hearing Conservation Procedure
11. Slip/Trip/Fall prevention procedure
12. Accident Investigation
13. Emergency Preparedness
14. Safety Audit Procedure

All clerical staff shall receive the following training:

1. Workplace Safety and Health Program overview
 - a. WS&H committee terms of Reference
 - b. Incident Reporting
 - c. Orientation Program
 - d. Personal Protective Equipment

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2. Chemical Control Procedure
 - a. MSDS procedure
 - b. Purchasing
 - c. WHMIS
 - i. Emergency Spill Procedure
3. Physical Hazards identification Procedure
 - a. Job Hazard Analysis procedure
4. Biological Hazard Identification Procedure
 - a. Mould Procedure
5. Harassment Policy
6. Violence Policy
7. Working Alone Procedure
8. Right to Refuse Dangerous Work
9. First Aid Procedure
10. Hearing Conservation Procedure
11. Slip/Trip/Fall prevention procedure
12. Crisis Response Plan
13. Lock out Procedure
14. Fall Arrest Procedure
15. Racking and Shelving
16. Machine Guarding Policy
17. Asbestos Identification Procedure

All Division Bus Drivers shall receive the following training, as deemed applicable by supervisor:

1. Workplace Safety and Health Program overview
 - a. Supervisors Rights and Responsibilities/inspections
 - b. WS&H committee terms of Reference
 - c. Incident Reporting
 - d. Orientation Program
 - e. Personal Protective Equipment
2. Chemical Control Procedure
 - a. MSDS procedure
 - b. WHMIS
 - i. Emergency Spill Procedure
3. Physical Hazards identification Procedure
 - a. Job Hazard Analysis procedure
4. Biological Hazard Identification Procedure
 - a. Mould Procedure
5. Harassment Policy
6. Violence Policy
7. Working Alone Procedure
8. Right to Refuse Dangerous Work
9. First Aid Procedure