

**TOWNSHIP OF WOLLASTON**  
**iii. HEALTH AND SAFETY TRAINING POLICY**

**PURPOSE:**

To ensure that all Township of Wollaston Staff, Council, Volunteers, and Students will receive adequate and ongoing health and safety training including a health and safety orientation program upon starting a position and annual update training for all as required.

**SCOPE:**

The *Occupational Health and Safety Act* (OHSA), requires those who have any degree of control over the workplace ensure a safe and healthy work environment. The Act sets out duties with respect to workplace safety, materials and equipment in the workplace.

**The Act applies to every employee who is being paid, regardless of the work location.**

**This policy also applies to all Volunteers, Students, Council Members and Contractors.**

**RESPONSIBILITY:**

All Management staff are responsible for ensuring that Health & Safety Orientation and Annual policy for all members under their area of supervision.

**POLICY:**

**INITIAL HEALTH AND SAFETY ORIENTATION AND TRAINING:**

1. Instruction and training for new employees, volunteers, students and Council Members will include the following:

- a) WHMIS Training, both generic and specific.
- b) Review of the Township of Wollaston Health and Safety Policies and Procedures, including but not limited to: accident/incident reporting, workplace harassment and violence prevention, work

- refusals, and first aid procedures.
  - c) · Any specific Department Health and Safety Procedures and safety hazard awareness.
  - d) Proper use and care of any personal protective equipment if required.
  - e) Review of the locations of the First Aid Station, the Health and Safety Bulletin Board and its contents, the nearest fire exits, and extinguishers.
  - f) Review of the Emergency Plan including fire procedures for his/her specific area.
2. Management staff will record the orientation process and the documentation will be forwarded to the Clerk/Administrator for placement on the employee's personnel file.
  3. Completion of the health and safety orientation should be done prior to the employee commencing work if possible.

## **ANNUAL HEALTH & SAFETY AND UPDATE TRAINING PROGRAM:**

All employees will receive the following training updates annually or as required on an ongoing basis to ensure that their knowledge and understanding is current:

- (a) Annual WHMIS review
- (b) First Aid re-certification (every three (3) years);
- (c) Review or updating of programs or procedures specific to their job tasks (i.e. chainsaw use)
- (e) Annual update of any changes to the Occupational Health and Safety Policy and Procedures
- (f) Any new health and safety training requirements when they occur.

Training will include any updating of the Township of Wollaston Health and Safety Policies and Procedures, any other legislative changes pertaining to health and safety and other relevant training as decided by the Wollaston Township Administration.

