

Section 7: Instruction of Workers (2010.06.16 version)

7.1 Introduction

Purpose:

The purpose of this section is to ensure that workers are properly trained for the tasks that they are asked to perform and that the training is recorded.

Scope:

The provision of instruction and training:

- a) Employees assigned specific health and safety roles shall be provided with instruction and training that provides knowledge of the District's Health & Safety Program, responsibilities and tasks they are assigned and the practical means of performing them.
- b) Principals/supervisors shall ensure that appropriate health and safety instruction or training is provided for all employees where it is required by WorkSafeBC Regulation or BC Legislation and when necessary to ensure employees can perform their work safely.

7.2 Worker Orientation:

All new employees to the district or to a new site will be required to complete the following on line training courses:

Online Health & Safety Orientation Course: Included are roles and responsibilities, chemical and environmental hazards, physical hazards, and emergency preparedness.

Online WHMIS Course: This involves two parts. The first is the core WHMIS information which is done completely on line. The second part involves the use of a Material Safety Data Sheet which is accessed through MSDS Fetch but the worksheet is filled in by hand.

Harassment Training: This may be done as an instructor led course or completed on line (at the discretion of the District).

Site Based Orientation Training: New employees must receive training regarding the health and safety implications for each site that s/he will be working at. *A template for this Site Based Training can be found on the Health & Safety Website under: "Forms".*

Job Specific Training: The nature of this training will vary from position to position and location to location.

7.3 Health & Safety Committee Members Training:

Committee members are eligible for eight hours (one day) of training per year at the expense of the employer. *A list of the online courses available to our members can be found on the Health & Safety website under: "Training/SD# 23 Training".*

7.4 Training Records:

The employer shall maintain a record of each employee's training, education and certification in the area of health & safety, which will be reviewed periodically to ensure that retraining or upgrading is current.