

# OCCUPATIONAL AND ENVIRONMENTAL SAFETY & HEALTH OPERATIONAL PROCEDURE

**Subject:** Training Plan – Workplace Safety and Health

**Effective Date:** March 2009 (version 1)                      **Supercedes:** new

**Review Date:** 3 years or legislation or job changes

**Original Signed by:** Diane Gantzel, Director, WRHA Occupational and Environmental Safety & Health

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## 1.0 GUIDING PRINCIPLES:

- 1.1 In keeping with the Winnipeg Regional Health Authority commitment to providing a safe and healthy workplace as noted in the WRHA Workplace Safety and Health Policy (20.10.080), the following operational procedure has been developed to ensure all workers receive all appropriate safety and health training prior to starting work or as soon as reasonably possible and throughout their employment.
  - 1.2 This operational procedure is designed to ensure that when followed the minimum requirements of Manitoba Workplace Safety and Health Legislation is complied with and where possible exceeded.
  - 1.3 The Employer shall consult and co-operate with the site Workplace Safety & Health Committee regarding Occupational Safety and Health matters.
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## 2.0 DEFINITIONS

- 2.1 **The Act:** The Workplace Safety and Health Act W210 of Manitoba.
- 2.2 **Committee:** Means a workplace (occupational) safety and health committee established under section 40 of the Workplace Safety and Health Act.
- 2.3 **Employer:**
  - 2.3.1 Every person who, by himself or his agent or representative employs or engages one or more workers,
  - 2.3.2 and The Crown and every agency of the government.
- 2.4 **Supervisor:** Means a person who has charge of a workplace or authority over a worker.

- 2.5 Worker:**
- 2.5.1 Any person who is employed by an employer to perform a service whether for gain or reward, or hope of gain or reward or not.
  - 2.5.2 Any person engaged by another person to perform services, whether under a contract of employment or not
  - 2.5.3 Any person undergoing training or serving an apprenticeship at an education institution or at any other place.
- 2.6 Director:** the person administratively responsible for the department or unit. Director includes heads of departments.
- 2.7 Contractor:** a person who, pursuant to one or more contracts, directs the activities of one or more employers or self-employed persons involved in work at a workplace.
- 2.8 OESH:** means the Occupational and Environmental Safety and Health Unit of the Winnipeg Regional Health Authority.
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### 3.0 OPERATIONAL PROCEDURE

- 3.1 Each facility/site/program/department training plan must be specific to the workplace and the hazards/risk therein.
- 3.2 The training plan must include
- 3.2.1 Assessing training needs (what training is required, who needs it)
  - 3.2.2 Development of or access to training sessions
  - 3.2.3 Provision of training (by whom, what method)
  - 3.2.4 Frequency
  - 3.2.5 Competency
  - 3.2.6 Record Keeping
  - 3.2.7 Staff access to training
  - 3.2.8 Assigned responsibilities for all parts of the training plan.
- 3.3 The training plan must include (where applicable) but is not limited to:
- 3.3.1 Fundamentals of Safety and Health.
  - 3.3.2 Department Specific Training
  - 3.3.3 Task/Equipment Specific Training
  - 3.3.4 Health and Safety Committee Member Training
  - 3.3.5 Manager/Supervisor and Safe Work Training
  - 3.3.6 First Responder (Corporate or Community only)
  - 3.3.7 Revisions to Operational Procedures, Safe Work Procedures, and Other Procedures
  - 3.3.8 Training for Contactors/Self Employed Persons
- 3.4 The training plan must include (where applicable) ongoing training, i.e. annual, refreshers, etc.
- 3.5 The contents of training listed in 3.3 must include but is not limited to the WRHA Training/Orientation Plan Template found in Appendix A.
- 3.6 All workers will attend all required training as directed by the facility/site/program.
- 3.7 All students/contractors may be included in this program where applicable.

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## **4.0 RESPONSIBILITIES**

### **4.1 Facility/Program Executive Team**

- 4.1.1 Assign responsibilities to staff within the facility/program to ensure the implementation of this operational procedure.
- 4.1.2 Ensure resources (information, training, tool, equipment and time) are available to provide / maintain 4.1.1
- 4.1.3 Support the Operational Procedure throughout the facility/program.

### **4.2 Directors/Managers/Supervisors**

- 4.2.1 Attend training as required.
- 4.2.2 Ensure worker attendance as per schedule.
- 4.2.3 Ensure competency evaluations are documented.
- 4.2.4 Refer workers for additional and/or re-training as needed.

### **4.3 Worker**

- 4.3.1 Attend all training sessions required.
- 4.3.2 Complete all competency requirements for training sessions attended.
- 4.3.3 Apply the knowledge acquired through training while performing duties.

### **4.4 Department/Facility/Program Workplace Safety and Health Committees**

- 4.4.1 Consult annually on the content and frequency of all safety and health training.
- 4.4.2 Assist in the promotion of safety and health training.
- 4.4.3 Ensure co-chairs and members are trained in their roles and the functions of the committee

### **4.5 Person in charge of Contractor**

- 4.5.1 Ensure participation in appropriate orientation as per Appendix A.
- 4.5.2 Acquire all required training documentation specific for the task from the contractor/self employed persons.
- 4.5.3 Have a documented process for monitoring the contractor/self employed persons.

### **4.6 Occupational and Environmental Safety & Health**

- 4.6.1 Consult with the facility/site/program on all aspects of this Operational Procedure.

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## 5.0 TRAINING REQUIREMENTS

- 5.1 The training plan must be workplace specific, effective and reviewed annually or when changes which may affect the procedure are introduced in the workplace for recommendation on content and/or frequency.
- 5.2 All training must have a competency component which includes but is not limited to:
  - 5.2.1 Completion of quiz relating to the subject, or
  - 5.2.2 Practical training and evaluation, or
  - 5.2.3 Return demonstration, or
  - 5.2.4 Combination of above
- 5.3 All training must be documented. Records must be retained for five years.
- 5.4 Training records will be maintained either in the Department and/or Human Resources dependent on the type of training.

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### REFERENCES:

Government of Manitoba. (2002). *The Workplace Safety and Health Act – W210*. Winnipeg: Queen's Printer. [www.safemanitoba.com](http://www.safemanitoba.com)

Government of Manitoba. (2006). *The Workplace Safety and Health Regulation – 217/2006*. Winnipeg: Queen's Printer. . [www.safemanitoba.com](http://www.safemanitoba.com)

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### APPENDIX:

Appendix A – Training Template

Appendix B – Training Form Example

**Appendix B**



**Winnipeg Regional Health Authority    Office régional de la santé de Winnipeg**

**NEW WORKER ORIENTATION/TRAINING RECORD**

Check as appropriate:

**TRAINING/ORIENTATION:**

[ ] New Worker – WS&H Program Fundamentals – Corporate Orientation

Date Attended: \_\_\_\_\_

[ ] Contractor/Self Employed – WS&H Program Fundamentals – Corporate Orientation

Date Attended: \_\_\_\_\_

[ ] Specific Training:

Pls provide details (use separate cover if required)

Topic: \_\_\_\_\_

Date Attended: \_\_\_\_\_

**NEW /REVISED POLICY/PROCEDURES REVIEW:**

[ ] I have reviewed the document indicated below and understand its contents. I understand that if I had any questions, I will contact my direct supervisor for clarification.

**Topic:** \_\_\_\_\_

**Date of Document:** \_\_\_\_\_

**Date Reviewed:** \_\_\_\_\_

Worker Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Contractor/Self Employed – Name: \_\_\_\_\_

Position: \_\_\_\_\_ Department: \_\_\_\_\_

Worker Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**Original Signed Document to: OESH**

Cc: HR - Personnel File  
Direct Supervisor

## WRHA Training / Orientation Plan Template

CONTENT	REQUIRED STAFF	FREQUENCY	METHOD OF TRAINING / ORIENTATION	COMPETENCY TESTING METHOD
<p><b>Workplace Safety &amp; Health Fundamentals</b></p> <ul style="list-style-type: none"> <li>• Safety and Health Program Elements</li> <li>• Rights – referencing the act.</li> <li>• Responsibilities: Employer, Employee, Supervisor, Safety and Health Committee, Contractor, Self Employed, WSH Division, OESH</li> <li>• Job Hazard analysis</li> <li>• Risk Assessment</li> <li>• Safe Work Procedures</li> <li>• MSI Prevention               <ul style="list-style-type: none"> <li>○ Body Mechanics</li> <li>○ Manual Material Handling</li> <li>○ Safe Patient Handling</li> </ul> </li> <li>• Infection control - Biological</li> <li>• Hearing conservation and noise control</li> <li>• WHMIS / MSDS – Supplier labels, Workplace labels, Safe use and storage, disposal, Binder location, Database, Spill Response, etc.</li> <li>• Asbestos and Mould</li> <li>• Working Alone</li> <li>• Respectful Workplace</li> <li>• Personal protective equipment</li> <li>• Emergency preparedness and code response               <ul style="list-style-type: none"> <li>○ Fire Extinguisher Training – annual</li> <li>○ Incident Command System</li> </ul> </li> <li>• Injury/Near Miss Form</li> <li>• First Aid Access</li> </ul>	<p>All new workers</p>	<p>Every 3 years or as required (ie. Revisions to operational procedures/safe work procedures, etc or resulting from incident corrective action)</p>	<p>To be provided by site</p>	<p>Written test</p>

CONTENT	REQUIRED STAFF	FREQUENCY	METHOD OF TRAINING / ORIENTATION	COMPETENCY TESTING METHOD
<b>DEPARTMENTAL AND/OR TASK SPECIFIC TRAINING</b>	Selected employees AS PER JOB HAZARDS			
Routine Practices / Working around Isolation Rooms	All employees	Every 2 years	To be provided by supervisor or arranged by supervisor	Written/observation/other (attendance sign in)
WHMIS ADVANCE – Department Specific Chemical Hazards	All employees			
Contingency Codes	All employees			
Respectful Workplace training as per OESH program	All employees			
Eye Wash Station Operation and Location	As applicable			
First Aid Kit Location and Use	As applicable			
Area Specific Personal Protective Equipment	As applicable			
Chemical Spill Cleanup	As applicable			
Working Alone Plan	As applicable			
Respirator Use / Limitation / Maintenance	As applicable			
Respirator Fit Testing (CSA Standard)	As applicable	Every 2 years		
Safe Patient Handling and Movement	As applicable			
Material Handling – Manual	As applicable			
Forklift/Aerial Lift	As applicable			
Safe Work Procedures in the department (examples may include Safe Operating Procedures, Clinical guidelines, lab procedures, etc.)	All employees			
Cytotoxic Agents – Handling	As applicable			
Laser Safety	As applicable			
Hearing Conservation Program	As applicable			

CONTENT	REQUIRED STAFF	FREQUENCY	METHOD OF TRAINING / ORIENTATION	COMPETENCY TESTING METHOD
Fall Protection	As applicable		Training to be provided by supervisor or arranged by supervisor (training onsite or through external providers)	Certificate from training provider and/or attendance and/or written test
Confined Space	As applicable			
Lockout	As applicable			
Working on Energized Equipment	As applicable			
Electrical Hazards	As applicable			
Ladder Safety	As applicable			
Contractor Safety and Operational Procedures	As applicable			
Welding	As applicable			
Hot / Cold Work	As applicable			
Compressed Air	As applicable			
Rigging/Hoisting	As applicable			
Asbestos Management Program	As applicable			

CONTENT	REQUIRED STAFF	FREQUENCY	METHOD OF TRAINING / ORIENTATION	COMPETENCY TESTING METHOD
<b>SUPERVISOR TRAINING</b>				
<b>Managers, Supervisors and Safe Work</b> (fundamentals is pre-requisite) <ul style="list-style-type: none"> <li>• Supervisory Responsibilities</li> <li>• Hazard Identification, Conducting Risk Assessments and Control</li> <li>• JHA/Safe Work Procedures</li> <li>• Right to Refuse Dangerous Work</li> <li>• Injury/Near Miss Form Completion</li> <li>• Workplace Incident Investigations</li> <li>• Process for Loss Time and Medical Treatment, Return to Work</li> </ul>	ALL SUPERVISORS AS PER DEFINITION.		TO BE PROVIDED BY OESH	WRITTEN TESTS
Prevention – 9/10's of the Law				
Patient lift/Transfer			<b>To be provide by site education department</b>	Written and observation
WHMIS for the Manager/Train the Trainer*				
<b>SAFETY COMMITTEE MEMBER TRAINING</b>	ALL COMMITTEE MEMBERS		TO BE ARRANGED BY SUPERVISOR AND TRAINING TO BE PROVIDED BY OESH	NONE – ATTEDANCE ONLY
Safety Committee Training (fundamentals is pre-requisite) <ul style="list-style-type: none"> <li>- Committee's Role and Responsibilities</li> <li>- Conducting Workplace Inspections</li> <li>- Incident Investigation</li> <li>- Hazard Recognition and Control</li> <li>- Right to Refuse Dangerous Work Process</li> <li>- Developing Recommendations to Management for Action</li> <li>- Record Keeping</li> </ul>				
Other Safety and Health Related Training as per Requirements of WS&H Regulations				

<b>CONTENT</b>	<b>REQUIRED STAFF</b>	<b>FREQUENCY</b>	<b>METHOD OF TRAINING / ORIENTATION</b>	<b>COMPETENCY TESTING METHOD</b>
<b>CONTRACTOR/SELF EMPLOYED PERSONS</b>				
<i>Major Projects</i> Refer to WRHA Contractor/Self-Employed Safety Operational Procedures (reference #)		Upon hire and continued monitoring until project/task is completed	Ensure supervisor is following contractor safety operational procedures for major projects and minor projects	Method of monitoring – ie checklist
<i>Other Projects, Contract Work, Minor Projects</i> Facilities Management safety orientation				
<i>All Agency, RN, LPN, HCA</i> Facility/site/program health and safety orientation and department specific health and safety orientation				
<b>FIRST RESPONDER TRAINING – COMMUNITY/CORPORATE SPECIFIC</b>	All first responders		To be arranged by supervisor through site Safety And Health Coordinator	
Prevention - 9/10's of the Law				ATTENDANCE ONLY
Fire Prevention Fire Safety Fire Extinguisher Training Specific Fire Plan Conducting Drills				WRITTEN TEST AND OBSERVATION FOR FIRE EXT AND DRILLS
First Aid – Levels as per WS&H First Aid Regulation				CERTIFICATE OBTAINED FROM TRAINING PROVIDER
Chemical Spill Response (WRHA Laundry Facilities Only)				