

Health & Safety Education Requirements



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From a review of the proceeding data it is clear that a determined approach to increasing the numbers of trained employees at Bernard Rochefort Ltd. The primary focus will be to ensure that as many workers that can participate in First Aid training do so and that more than one worker is trained to in Health and Safety Representation. Bernard Rochefort Ltd. has developed the following list of areas where training is required for the Calendar year. This list has been compiled with the assistance of the Health and Safety Representatives.

Training	Requirements	Legislation
Health and Safety Rep training	One worker to be trained per site	OH & SA 8(2) 8(11)
Supervisory Training (Effective)	Training to establish competent person	OH&SA 25(2)(c) Regs 14(2) 14(3)
Worker Health and Safety in 4 Steps	All workers who perform work for employer are to be trained	O.Reg 297/1: Occupational Health and Safety Awareness Training
Supervisor Health and Safety Awareness Training in 5 Step	Any workers who perform work for employer a a supervisor are to complete this training	O.Reg 297/1: Occupational Health and Safety Awareness Training
Accident Investigation	Ensure that supervisors and Health and Safety Reps are trained to conduct	Sections 8,9,10,11,12 of the Construction Regulations of the OH &SA
Confined Spaces	Trained person in confined space entry and one rescue personnel trained in artificial respiration and emergency rescue	Construction Regulations 632/05
Equipment Training (Mechanical Inspection)	Competent person	Construction Regulations 96
Heavy Equipment (excavator, loader, grader, dozer, rock truck)(non mine)	Competent person	Construction Regulations 94(1)
Fall Protection	Training in its use and adequate oral and written instruction (written records required)	Construction Reg 26.2(1)
Fire Safety	Workers trained in safe use of a fire extinguisher	Construction Reg 52(1.1)
First Aid	Standard first aid plus CPR – one worker for work crew of five or more	Regulation 1101 Section 8(2)9(2) and 10(2) of First Aid Regulations
PPE	Instruction in the use of maintenance of PPE	Construction Reg 21(3)

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Propane	Workers handling propane either IHSA propane in construction or Record of Training equivalent	Propane Storage and Handling Reg 211/01 sections 6 & 8
Traffic Control	Competent worker and adequate oral and written. Traffic Control Training required for flaggers.	Construction Regulations 67(6) and 69(4)
Vehicle Operation	Competence to operate proof of license and drivers abstract	Construction Regulations 96(1)
WHMIS	All workers exposed to hazardous materials, receive WHMIS training	OH&SA and WHMIS Reg RRO, 1990 and RRO 860 amended Reg36/93 and RRO 1990 Reg 834
Transportation of Dangerous Goods	Competent person who transports must receive formal training	TDGA 1992
Orientation Training	Communicate H&S Policy and Program	Bernard Rochefort Ltd. New Hire/Promotion and Orientation policy
Safe Operating Procedures	To provide written and oral instruction on safe operation	Bernard Rochefort Ltd. Requirements for equipment, machinery, device operators
Heat Stress/Cold Stress	Training from a first aid provider on signs and symptoms	Requirement of Bernard Rochefort Ltd. Heat Stress Policy and Plan
Safety Talks	Ongoing	Continuous Improvement in Health and Safety
Strains/Sprains and Back Care	Training from competent person	Ministry of Labour new initiative to enforce under Section 25(2)(h)
Young Worker	Young workers training for workers under the age of 25	R.S.O. 1990, CHAPTER O.1 Section 25 Young Workers Awareness

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Further Training Elements Required by Bernard Rochefort Ltd.

Initial Job Instruction

Initial job instruction will be the responsibility of the immediate supervisor or in certain situations, the worker will be trained prior to work at the BRL offices. This training will address each specific activity that the worker must perform and the supervisor or his designate is to provide this training. This individual must be a competent person.

This training is to be given prior to commencement of actual work and the workers training is to be recorded in this training log.

This is a reference on the orientation checklist for new hires. Elements such as PPE to be considered, period for probation, safe operating procedures, specific hazards and controls are all included in this process. The worker is to be provided with safe work/operating procedures as part of this training if his position has been deemed high risk. Throughout the orientation process the worker will be apprised of his right to refuse unsafe work and his right to participate in the Health and Safety Representation process.

All new hires will be on a probationary period lasting 60 days. During the period of probation there will be an evaluation of the workers' progress by the supervisor. This will determine if an additional probation period is warranted or worker is suitable and compliant. This confirmation of suitability will be made in writing by the supervisor to the President or General Manager.

Promoted / Transferred Employee

Training is required for employees who have been promoted or transferred to a new role regardless of the length of the new appointment. Within 30 days of a new transfer / promotion there will be a complete review of all operating instruction for equipment/process, the identification of new hazards and controls, and a review of all pertinent safe operating procedures for the new position. Training shall be completed and evaluated by the Health and Safety Coordinator who shall document the training.

Planned Health and Safety Inspection/Health and Safety Representative

As part of the Health and Safety Representation Process and the Inspection Policy and Procedures, documents contained in the Health and Safety manual are guidelines for health and safety inspections.

The Health and Safety Coordinator will schedule this training and this training must be completed within two months of election as a Health and Safety Representative. Exceptions will only be made where scheduling needs to be postponed to coincide with other training (ie investigations) when financially more prudent.

The training will be evaluated by the worker and the effectiveness will be monitored by the Health and Safety Coordinator by reviewing the monthly inspection reports. Records of training will be recorded in the training log.

Injury/Incident Investigation

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Health and Safety Reps and Supervisors and Management who may be called upon to investigate any work related injuries or illnesses are required to partake in injury and incident investigation training. This process will include a review of the corporate policy on investigation and reporting incident/illnesses/accidents and will also entail a review of the “In all cases documents and the Critical Injury Process”. The proper forms to be completed (Report of Injury/Illness, Major Incident Review, Witness Statements, FAF, and offer of light work) will also be addressed at the time of this training.

This training is to be provided and taken within 2 months of assuming a supervisory role or Health and Safety Function. Exceptions will only be made where scheduling needs to be postponed to coincide with other training (ie inspections) when financially more prudent.

The training will be evaluated by the worker and the effectiveness will be monitored by the Health and Safety Coordinator by performing the quarterly accident/incident analysis reports. Where unclear data is evident or insufficient documentation is reviewed, refresher training will be scheduled.

Records of training will be recorded in the training log.

Emergency Preparedness and Response As required by Section 25(2) and (h)

Training for Emergency Preparedness and Response will be done during initial orientation by reviewing the Emergency Plan, Equipment Inventory, Emergency Contact List and Floor Plans where applicable and a review of evacuation requirements for site specific locations.

Emergency Equipment use (fire extinguishers and respirators) will be provided by the Supervisor during weekly safety talks, but on initial orientation will be a formalized process. Please refer to the orientation checklist for this reference. Emergency Preparedness must be completed prior to commencement of work. Timed fire drills done on a planned but non publicized date will be reviewed and evaluated for effectiveness of program delivery.

PPE Use and Maintenance OHS Section 25 (2)(a) and (h)

The Use of Personal Protective Equipment is addressed in the Occupational Health and Safety Policy and Manual along with a detailed guide of the equipment available and the functions that require the use of that particular equipment.

The use of PPE is to be addressed specifically during new hire orientation and as a part of the initial job instruction. This training will include the proper use and maintenance of PPE as well as how to report defective PPE and the issue of discipline for failing to use PPE.

This will be provided by the Health and Safety Coordinator and is required prior to commencement of work activities.

The effectiveness of the training will be evaluated through periodic reviews of PPE in use by workers during the course of the work day. Those found not to be wearing PPE will be subject to progressive discipline. Those found not to be enforcing the use of PPE will be subject to progressive discipline. Fines

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can be levied by a MOL inspector and details regarding the cost of these fines are posted on the safety board and will become subject of safety talks.

Heat Stress / Cold Stress

Bernard Rochefort Ltd. has developed an Intensive Heat Stress & Cold Stress Plan and Program. The Health and Safety Coordinator will speak with staff during safety talks to provide awareness of the effects of heat related illness and to empower workers to recognize the symptoms of heat related illness.

The program on Heat Stress will be delivered as part of the new hire orientation and specifically to Supervisors by the Health and Safety Coordinator. This is a program and not a training process, therefore ongoing review of the temperature recording logs will be undertaken and workers are reminded by their supervisors of the need to replace fluids and take breaks in the shade.

See HSPOL 17 Heat Stress Policy and HSPOL 18 Cold Stress Policy

The work rest schedule will be strictly enforced.

Approval & Acknowledgement:

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Rhéaume Rochefort

Feb 1st, 2018

Date:

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