

Element 8: Training

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Element 8 Workplace Safety and Health Training

Legislation

Workplace Safety and Health Act section 7.4(5):

“(h) A plan for training workers and supervisors in safe work practices and procedures;”

Purpose

The purpose of this section is to outline the development and delivery of workplace safety and health orientation and training. Training means to give information and explanation to a worker with respect to a particular subject matter and require a practical demonstration that the worker has acquired knowledge or skill related to the subject matter. Additional training may be required for select groups of workers identified in a Hazard and Risk Analysis e.g. safe work procedures around working alone. Supervisor and worker training will enable all FSH staff to complete their tasks in a safe and healthy manner. Training is not a one-time event but should be ongoing, with regular follow-up evaluations of performance. A FSH Workplace Training Plan can be found in the Resource section (p. 125).

Responsibilities

- **Employers and supervisors** are responsible for ensuring that workers are provided with the WSH training appropriate to their specific job assignment. This Training Plan should be completed annually and submitted to the Safety and Health unit. Participation in training will be formally recorded to assist in developing appropriate training; for reporting purposes; and to demonstrate compliance with the WSH legislation.
- **All FSH workers** are responsible for attending WSH orientation sessions offered by the Department and reviewing WSH materials that are distributed to them. Some WSH materials are also posted on WSH Bulletin Boards or on the FSH WSH Intranet website. Information about WSH training may also be accessed on the Department of Labour and Immigration or Manitoba Government Employee Union’s websites.
- **WSH Committee** members are entitled to take 2 days of educational leave per year, as legislated under section 44 (1) of *The Act*. The WSH Committee will determine the type of training that would be appropriate for members to take.
- **The WSH Coordinator** is responsible for distributing training information to WSH Committees.

FSH Workplace Safety and Health Training Requirements

Through department-wide orientations (The Fundamentals of WSH), all FSH staff will be provided with general information related to workplace safety and health, including:

- an explanation of the roles, responsibilities and duties of the employers, supervisor and worker as per the *WSH Act*
- an explanation of the role of the WSH Committee and the role of management and workers within the Workplace Safety and Health Program, including policies, procedures and programs; and

- additional WSH information such as working alone procedures and what to do when an incident (injury, near miss or refusal to work) happens in the workplace.

All FSH Staff are expected to participate in this department-wide orientation. In addition, Supervisor's will provide each new employee with WSH Orientation using the Supervisor's New Employee WSH Orientation Checklist (p. **Error! Bookmark not defined.**).

Other Workplace Safety and Health Training requirements shall include, where applicable;

- training for supervisors through the Supervisor & SAFE Work training offered by the Department of Labour and Immigration, Manitoba Government and General Employees Union (MGEU), or in-house training provided by FSH;
- training for WSH Committee members through the Safe Committee Basics training offered by the Department of Labour and Immigration or the MGEU; and
- training for all new and existing staff on:
 - emergency and evacuation procedures
 - first aid procedures
 - precautions required to protect workers from hazards including, where applicable, the use, care and maintenance of personal protective equipment
 - procedures for reporting safety hazards, near misses and injuries
 - rules associated with prohibited or restricted areas, tools and equipment
 - Chemical and WHMIS information and related safework procedures
 - any safety and health procedures, plans, policies, and programs applying to the worker.

Resource 1: Family Services and Housing Workplace Safety and Health Training Plan

Name of person filling out survey:
 Worksite location:

Position:
 Names of unit(s) at this Worksite:

Date:

Note: This training matrix includes all possible WSH training required by The Act and Regulations that may apply to FSH workplaces. Not all training will be required by all workplaces. Please check Column B for a description of the employee groups that require the particular WSH training. If a particular training does not apply to workers at your workplace, please indicate so by putting "0" in Column F.

Training Providers

MGEU – Manitoba Government Employees Union

WSH – Workplace Safety and Health Division of the Department of Labour

IUOE – International Union of Operating Engineers – on-line courses

SSM – Safety Services of Manitoba

RRC – Red River College

1. Please List all of the training that staff at your workplace is currently receiving.

A. Type of training	B. Employee groups requiring training	C. Elements of training required	D. Is it mandatory?	E. If mandatory, required frequency	F. Total # of staff who fall into employee group in <u>Col. B</u>	G. Total # of staff in employee group requiring training (<u>Col. F</u>) who have received training	H. # current employees requiring training (<u>Col. F</u>) who have <u>not</u> received training	I. Training Information
WSH Committee Member Training	WSH Committee members	SAFE committee basics; other helpful courses are: Investigating Workplace Incidents and Safe Work Procedures	Y	once at start of term				MGEU - free WSH - free
Supervisor WSH Training	Supervisors and managers	Supervisor and Safe Work Procedures; Investigating Workplace Incidents and Safe Work Procedures	Y	once				WSH- free
First Aid	First Aid volunteers - for worksite with more than 10 employees. Number of staff trained in first aid and type of first aid training depends on site location and number of workers (check Part 5 of Regulations)	Depends of level of training required - FA1, FA2 or FA3. Details in Part 5 of the Regulations.	Y	at least every 3 years				St. John's Ambulance

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Working Alone Safe Work Procedures	Workers who work alone (only person of the employer and not supervised by employer) or in isolation (accessible by air only or where an injured worker cannot be transported to medical facility in 2 hrs or less)	Must include (1) the establishment of an effective communication system (2) a system of regular contact or limitations on or prohibitions of specific activities and (3) the provision of emergency supplies where applicable	Y if identified as a hazard	once				Women's directorate – free publication
Violence Prevention Training	Workers at risk of coming into contact with hostile, angry or potentially violent individuals	Workers must be trained in the violence prevention policy and how to minimize the risk of violence	Required where violence identified as a hazard	once				CCOHS – free 1-2 hours on-line training; MGEU –free - in-person; MFL –free – in person; NVCI - ?
Confined Space (enclosed or partially enclosed space that is not primarily designed or intended for human occupancy and has restricted means of access or egress)	Workers who may have to work in a confined space; <u>standby worker(s)</u> must also be trained in emergency and rescue procedures and have FA1, 2, or 3 levels	Workers must be trained in recognizing the risks associated with working in a confined space; procedures for isolating pipes, lines and sources of energy from a confined space; safety and PPE to be used; procedures for communicating with a standby worker; emergency response plan; information about the entry permit system	Required in workplace where a worker works in a confined space	Initial training and if necessary when an entry permit is changed				IUOE, SSM, New Heights Industries
WHMIS or chemical/biological hazard safe work training	Workers working with biological and/or chemical products that fall under the controlled products act or consumer products that present a hazard to workers. Includes employees working in client's homes	Safe work procedures respecting the use, production, storage, handling and disposal of any chemical or biological substance assessed as creating a risk to workers	Y if identified as a hazard	Initial training and whenever a new chemical or biological substance is introduced into the workplace				WHMIS – IUOE, SSM; RRC; WSH (non-certificate) – free;

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Ergonomics/ Musculoskeletal	Workers who work for an extended period of time on the computer (4 or more hours) or who do heavy lifting; Supervisors and committee members that provide ergonomic assessments	Workers must be trained in safe work procedures to eliminate or reduce risk of musculoskeletal injuries - including work practices such as taking rest breaks and alternating types of work; setting up computer workstation; proper lifting procedures	Y if identified as a hazard	Once and whenever a new work procedure or equipment is introduced that presents an ergonomic hazard				WSH – free; MGEU - free
Safe work procedures related to the use of tools, machinery, powered mobile equipment	Employees who use tools, machinery, and powered mobile equipment	Workers must be trained in safe work procedures respecting all machines and tools used in the workplace (including welding and allied processes) including practices and procedures dealing with the lockout of machines used in the workplace	Y if identified as a hazard	Initial training and whenever a new tool, machinery or powered mobile equipment introduced into the workplace				In-house
Fire and explosive hazards	Employees who work in a workplace where combustible liquids, flammable substances are present or hot work (arc, sparks, flames) is performed	Workers must be trained in safe work procedures	Y if identified as a hazard	Initial training and whenever new type of hot work introduced				In-house; WSH - blaster's course \$53
Asbestos safework procedures - for workers in workplaces where asbestos is present	Workers who are or are likely to be exposed to an asbestos-containing material or to be employed in a process which may result in an asbestos containing material becoming airborne	Workers must be trained in the hazards of asbestos; the means of identifying asbestos-containing material at the workplace; the use of personal protective equipment; and the purpose and significance of any health monitoring that the worker may be required to participate in	Y if identified as a hazard	Once				In - house
Electrical work safework procedures	Workers who do electrical work (note: only an electrical worker licensed under the Electricians Licence Act can perform electrical work)	Workers who do electrical work must be trained in electrical safe work procedures, including emergency procedures to be followed if an electrical worker or other person comes into contact with exposed energized electrical equipment and that contact may affect his or her safety or health	Y if identified as a hazard	Once				

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Health Work safe work procedures for workplaces that are health care facilities (including any workplace where physical or mental health treatment or care is provided to a person)	Workers providing care in a health care facility, including in a client's home.	Where a worker may be exposed to infectious material (including contaminated laundry), the worker must be trained in (1) handling, storing, using and disposing of infectious materials; (2) procedures to be followed if a spill or leak of infectious material occurs (see Part 39 for details).	Y if identified as a hazard	Once				
Fire and evacuation safety procedures	Fire wardens (marshals) and WSH committee members	Fire safety awareness; fire drill and evacuation; pre-planning for fire wardens; use of fire extinguishers	Y for Fire Wardens	Once at beginning of term for new Fire Wardens				WPG Fire Department – Public Education – 1 hour in person; training on use of fire extinguisher held in warmer months

2. Please list workplace safety and health training needs that have been identified at your workplace but are not on this list. Indicate if any workers are currently receiving this type of training.				
Type of Training	Reason for training	# employees who have already received training	# employees who still need training	Source of training if known (in-house training, consultant, on-line etc.)

