



Orientation & Training

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Signature:  **Policy No:** 12

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Introduction:

The City of Prince Albert will provide orientation to all new workers and ongoing training in occupational health and safety to all workers, in order to achieve a safe, efficient and productive workplace.

Orientation provides information to workers such as functions of the work unit, organizational relationships, administrative arrangements and miscellaneous Policies and Rules.

Health and safety related items include:

- a. an overview of the Saskatchewan Occupational Health and Safety Act and Regulations;
- b. the role of the Occupational Health and Safety Committee;
- c. the reporting of injuries, substandard conditions and acts;
- d. the reasons for health and safety rules;
- e. the proper use of personal protective equipment;
- f. emergency procedures, first aid equipment and response;
- g. health and safety responsibilities;
- h. the right to refuse unusually dangerous work; and,
- i. the hazards found in the work area.

The purpose is to provide orientation and training to City of Prince Albert workers, comply with the Saskatchewan Occupational Health and Safety Act and Regulations and to provide a safe and healthy workplace that meets or exceeds all legislative requirements.

Responsibilities:

1. Senior Management:

- a. Ensure that adequate orientation and training occurs when:
 - i. a new worker commences employment with the City of Prince Albert;
 - ii. a worker is assigned a new job;
 - iii. a worker returns from lay off

- iv. new processes, equipment or procedures are introduced; and,
- v. substandard practices or inadequate performance are observed.
- b. Ensure that adequate training records are maintained to meet the needs of this Policy and meet all regulatory requirements.
- c. Ensure that operating performance falls within acceptable operating parameters.
- d. Ensure that supervisors and/or trainers have adequate training skills to meet the training needs of the workers.

2. **Occupational Health and Safety Committee:**

- a. Provide advice and make recommendations on what training is required for workers.
- b. Review the training material and training programs and make recommendations for improvements.
- c. Promote training programs and initiatives.
- d. Participate in training presentations as required.
- e. Assist in improving health and safety training by communicating and receiving feedback from the workers.
- f. Receive and communicate, to the proper authorities, suggestions for policy and program improvements.

3. **Supervisor:**

- a. Set a good example by complying with all legislation and City of Prince Albert Policy and Procedures and by using all required safety equipment.
- b. Taking the lead role in providing training and orientation and ensuring that it is documented.
- c. Provide feedback to workers and senior management on the effectiveness of training and orientation programs.
- d. Recommend training and orientation to correct substandard performance in subordinates.

4. **Coordinator, Health, Safety and Environment:**

- a. Assist in providing training where required.
- b. Act as a resource to locate and evaluate training programs from outside sources.
- c. Assist departments by providing technical information for their training programs.
- d. Provide advice and make recommendations to improve/promote the training and orientation programs currently in place at the City of Prince Albert.
- e. Research, develop, provide and coordinate health and safety training and education.
- f. Receive suggestions for program changes and improvements.

5. **Worker:**

- a. Cooperate with supervision and actively participate in training sessions.
- b. Provide feedback regarding the quality and quantity of training.
- c. Comply with all policies, rules, procedures and training.
- d. Offer suggestions for improvements in order to enhance this Program.
- e. Properly use and care for personal protective equipment required for their work activities.
- f. Apply new skills acquired from training into the workplace.
- g. Assist in the training of new workers.

Performance Standards:

1. All employees shall receive a general orientation as soon as reasonably practical, preferably before beginning work.
2. All employees shall receive a site specific orientation within five days of beginning work in a department, or after being transferred into a new work unit, or after a lay-off of more than 3 months.
3. The Manager of the Department, or their designate, shall conduct the orientations and return a signed copy of the orientation form to the Coordinator, Health, Safety and Environment.
4. The Out of Scope manager is responsible to ensure that all required training is provided to their staff and that a copy of documentation outlining the training is supplied to the Coordinator Health Safety and Environment.