**Sample Safety Training Policy**

 Health and safety training is an important component of the overall safety initiative. Management is committed to providing training to all employees and supporting the health and safety training system. Health and safety training related to the specific job duties of each employee is mandatory.

All newly hired, transferred, and promoted workers shall receive comprehensive health & safety training on safe work practices, procedures, use of hazard controls, Personal Protective Equipment (PPE) and general company health & safety systems and policies prior to the commencement of their work.

Regular competency assessments will be conducted by floor supervisors to ensure employees are adequately qualified, suitably trained and with sufficient experience to perform their jobs safety with a minimal degree of supervision. Detailed records shall be maintained for each employee, documenting initial safety orientation, job-specific training received, competency assessments completed by the supervisor, and the dates of which the training was received or assessments conducted.

Each manager and supervisor shall be held accountable to ensure that all of their workers are adequately trained to company and provincial safety standards in order to work in a safe and healthy manner.

Ongoing job-specific refresher training will be conducted as required to maintain competency

|  |  |  |
| --- | --- | --- |
|   |  |   |
| President/General Manager |  | Date |
|   |  |   |
| Safety Representative/Committee co-chair |  | Date |