



## **Supervisor and Worker Training Procedure**

### **Overview**

Supervisors and employees have the right to be knowledgeable of the hazards in their workplaces. For this reason the Park West School Division (the division) shall provide training to supervisors and employees in the division to identify the hazards and equip them to deal with those identified hazards safely.

### **Supervisors**

Supervisors are responsible for providing day to day training for their employees and Students. School principals and teachers in higher safety risk areas, such as science rooms, shops, phys-ed and home economics, foremen, and head custodians are to be considered for this procedure. The priority of the training and the length of each training session will be dependent upon the school or program the Supervisor is based out of. All staff shall receive orientation training upon hire consisting of the programs listed below.

**All principals, science teachers, shop teacher, home economics and physical education teachers shall receive the following training;**

1. Workplace Safety and Health Program overview
  - a. Supervisors Rights and Responsibilities/inspections
  - b. WS&H committee terms of Reference
  - c. Incident Reporting
  - d. Orientation Program
  - e. Personal Protective Equipment
2. Chemical Control Program
  - a. MSDS procedure
  - b. Purchasing
  - c. WHMIS
    - i. Emergency Spill Procedure
3. Physical Hazards identification Program
  - a. Job Hazard Analysis program
4. Biological Hazard Identification Program
  - a. Mould Program
5. Harassment Procedure
6. Violence Procedure
7. Working Alone Program
8. Right to Refuse Dangerous Work
9. First Aide Program
10. Hearing Conservation Program



11. Slip/Trip/Fall prevention program
12. Accident Investigation
13. Emergency Preparedness
14. Safety Audit Program

**In addition to the above training programs, all Supervisors and Head Custodians will also receive the following Training Programs:**

15. Lock out Program
16. Fall Arrest Program
17. Racking and Shelving
18. Air Sampling and Ventilation Inspection
19. Confined space Procedure
20. Machine Guarding Procedure
21. Hot works program
22. Powered Mobile Equipment
23. Asbestos Identification Program
24. Contracted or self-employed persons

**Teachers:**

All Teachers not considered Supervisors shall receive the following Training:

1. Workplace Safety and Health Program overview
  - a. Supervisors Rights and Responsibilities/inspections
  - b. WS&H committee terms of Reference
  - c. Incident Reporting
  - d. Orientation Program
  - e. Personal Protective Equipment
2. Chemical Control Program
  - a. MSDS procedure
  - b. Purchasing
  - c. WHMIS
    - i. Emergency Spill Procedure
3. Physical Hazards identification Program
  - a. Job Hazard Analysis program
4. Biological Hazard Identification Program
  - a. Mould Program
5. Harassment Procedure
6. Violence Procedure



7. Working Alone Program
8. Right to Refuse Dangerous Work
9. First Aid Program
10. Hearing Conservation Program
11. Slip/Trip/Fall prevention program
12. Accident Investigation
13. Emergency Preparedness
14. Safety Audit Program

**All Administrative staff shall receive the following training:**

1. Workplace Safety and Health Program overview
  - a. WS&H committee terms of Reference
  - b. Incident Reporting
  - c. Orientation Program
  - d. Personal Protective Equipment
2. Chemical Control Program
  - a. MSDS procedure
  - b. Purchasing
  - c. WHMIS
    - i. Emergency Spill Procedure
3. Physical Hazards identification Program
  - a. Job Hazard Analysis program
4. Biological Hazard Identification Program
  - a. Mould Program
5. Harassment Procedure
6. Violence Procedure
7. Working Alone Program
8. Right to Refuse Dangerous Work
9. First Aid Program
10. Hearing Conservation Program
11. Slip/Trip/Fall prevention program
12. Crisis Response Plan
13. Lock out Program
14. Fall Arrest Program
15. Racking and Shelving
16. Machine Guarding Procedure
17. Asbestos Identification Program

**All Division Bus Drivers shall receive the following training:**



1. Workplace Safety and Health Program overview
  - a. Supervisors Rights and Responsibilities/inspections
  - b. WS&H committee terms of Reference
  - c. Incident Reporting
  - d. Orientation Program
  - e. Personal Protective Equipment
2. Chemical Control Program
  - a. MSDS procedure
  - b. Purchasing
  - c. WHMIS
    - i. Emergency Spill Procedure
3. Physical Hazards identification Program
  - a. Job Hazard Analysis program
4. Biological Hazard Identification Program
  - a. Mould Program
5. Harassment Procedure
6. Violence Procedure
7. Working Alone Program
8. Right to Refuse Dangerous Work
9. First Aide Program