



Supervisor and Employee Training Program

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 supervisors 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 teachers, 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. Mold Program
5. Harassment Policy
6. Violence Policy
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

*Maintenance Supervisor and Senior Custodians will receive the following training programs:

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

*All teachers shall receive the following training programs:

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. Mold Program
5. Harassment Policy
6. Violence Policy
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

*All custodians and maintenance staff will receive the following training programs:

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. Mold Program
5. Harassment Policy
6. Violence Policy
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. Lock out Program
15. Fall Arrest Program
16. Racking and Shelving
17. Air Sampling and Ventilation Inspection
18. Confined space Policy
19. Machine Guarding Policy
20. Hot works program
21. Powered Mobile Equipment
22. Asbestos Identification Program

*All divisional bus drivers shall receive the following training programs:

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. Mold Program
5. Harassment Policy
6. Violence Policy
7. Working Alone Program
8. Right to Refuse Dangerous Work
9. First Aid Program