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| your logo here | ORGANIZATION NAME |

## Safety Training Policy

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| Origination Date: |  | Effective Date: |  |
| Review Date(s): |  | Section: |  |
| Revision Date(s): |  | Policy No: |  |

### Approvals

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Name of Current Chair]  Board Chair / President | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Name of one Current JHSC Chair]  JHSC Chair | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Name of Current Administrator]  Administrator |

### Details

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| PURPOSE: |
| \_\_\_\_\_\_*XYZ Organization*\_\_\_\_\_ is a care giving organization committed to achieving and maintaining excellence in health, safety, and the environment in all its operations.  The Board, Administration and Employees in this organization are responsible and accountable for its health and safety performance. Active participation by everyone, every day, in every job is necessary for the safety excellence this organization expects.  \_\_\_\_\_\_*XYZ Organization*\_\_\_\_\_ will ensure that all staff receives adequate safety training, to include but not limited to the subjects of orientation, job specific training as required, standard first Aid/CPR, WHIMIS. |
| ROLES AND RESPONSIBILITIES: |
| In order to accomplish this, \_\_\_\_\_\_*XYZ Organization* will:  It shall be the responsibility of **Management** will provide the necessary resources to ensure all those employed by the organization and visitors receive the appropriate safety training. A process which uses research, evidence, and best practice information to guide it’s decisions. Management is responsible to monitor the effectiveness of training.  It shall be the responsibility of every **Supervisor** to ensure the training requirements are met, documented, the information is always up to date, and to ensure the observation of employees of proper work procedures and all pertinent rules and regulations.  It shall be the responsibility of every **Employee** to follow proper work procedures, attend and participate in all general safety meetings and scheduled training. To perform duties in a safe manner, to observe all rules and regulations, and to cooperate in creating a safe, healthy and efficient working environment.  Everyone employed by this organization (employees, contractors, sub-contractors) is responsible for maintaining the safety program by understanding their assigned responsibilities. It is the responsibility of all employees to ensure a visitor to their work site is aware of the hazards and assisting them in following all safety rules and regulations. All workers have the right and responsibility to refuse unsafe work. |
| GOALS: |
| Every employee of the organization shall be aware of and understand the legislative requirements, industry standards and organization policies and procedures that apply to their work site.  Our goal is a healthy, injury free workplace. Through personal commitment and active participation we can achieve this goal. NONCOMPLIANCE An employee found breaching any Health and Safety policy or practice of \_\_\_\_\_\_XYZ Organization\_\_\_\_\_ will result in discipline up to and including dismissal.  Any employee knowingly allows another employee or volunteer to carry out their job duties in violation of any \_\_\_\_\_\_XYZ Organization Health and Safety policy will also be disciplined up to and including dismissal.  In addition, any employee who demonstrates repeated violations of any Health and Safety policy of \_\_\_\_\_\_XYZ orgnanization\_\_ may be terminated. REVIEW: This policy will be reviewed biennially |