



University Students' Council of the University of Western Ontario **HEALTH & SAFETY TRAINING POLICY**

EFFECTIVE: 29th January 2021 **SUPERSEDES:** 13th November 2013

AUTHORITY: Chief Operating Officers **RATIFIED BY:** Board of Directors
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PURPOSE:

The purpose of this document is to outline the USC's health & safety training program.

1.00 SCOPE

1.01 This policy applies to all USC employees, volunteers, and visitors.

2.00 EXPECTATIONS AND RESPONSIBILITIES

2.01 The following components of training will be reviewed annually through the Continuous Improvement Plan:

(1) Applicable legislation

- i. Employees receive training in the following areas during health & safety orientation training:
 - a. Legislated health and safety responsibilities;
 - b. Right to refuse work;
 - c. Right to participate (JHSC and Health and Safety Representative);
 - d. Health and Safety Policy;
 - e. Early and Safe Return to Work obligations; and,
 - f. Workplace Violence and Harassment Policy.
- ii. Training records are kept by
 - a. human resources for full-time employees; and,
 - b. operation managers for part-time employees.

(2) Workplace Hazardous Materials Information System (WHMIS 2015)



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- i. Generic training is provided in health & safety orientation.
- ii. Workplace specific training is provided by managers as applicable.
- iii. Training records are kept by
 - a. human resources for full-time employees; and,
 - b. operation managers for part-time employees.

(3) Designated Substances

- i. The USC does not use any designated substances.

(4) Certifications & Competencies

- i. The following certifications are required:
 - a. For the USC Coordinator, Technical Services, on elevating work platforms, namely
 - (a) up-right lift; and,
 - (b) genie lift.
 - b. For every individual driving a motor vehicle for USC business purposes (whether a personal, company, or rented vehicle),
 - (a) a copy of their driver's license; and,
 - (b) a driver's abstract (obtained by the USC using their driver's license number).

(5) Material Handling

- i. Employees receive training in the following areas during health & safety orientation training:
 - a. Manual lifting techniques; and,
 - b. Dolly / Hand-cart use.



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- ii. This component of training is reviewed annually by JHSC.
 - iii. Training records are kept by
 - a. human resources for full-time employees; and,
 - b. operation managers for part-time employees.
- (6) Orientation
- i. Worker, Promotion/Transfer, and Job Specific Orientation are addressed in the USC Health & Safety Orientation Policy.
- (7) Health & Safety Inspections are addressed in the USC Health & Safety Workplace Inspection Policy.
- (8) Injury/Incident Investigation is addressed in the USC Injury/Incident Investigation Policy & Procedures.
- (9) Joint Health and Safety Committee/ Health and Safety Representative are addressed in the Joint Health and Safety Committee Terms of Reference.
- (10) Emergency Response
- i. Drills or practice scenarios are conducted by UWO according to their Policy On Emergency Response & Preparedness (Senate Policy 1.4 section 2.00(b). <http://www.uwo.ca/univsec/mapp/section1/mapp14.pdf>)
 - ii. Time frames for training completion are addressed in the USC Emergency Preparedness Policy.
 - iii. Responsibility for training delivery is addressed in the USC Emergency Preparedness Policy.
- (11) Personal Protective Equipment is addressed in the USC Personal Protective Equipment Policy.
- (12) All other training defined in the list below will be addressed through job specific health & safety training as per the USC Health & Safety Orientation Policy:
- i. SmartServe: for the serving of alcohol
 - ii. Knife safety for safe food preparation



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iii. Basic Sanitation: for safe food handling and preparation

3.00 COMMUNICATION

3.01 This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

4.00 EVALUATION

4.01 This policy will be evaluated on an annual basis through the Continuous Improvement Plan.