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7.1 Introduction

Training is recognized as a key component of ensuring the health and safety of employees and of other persons at Saint Mary's University. An effective training program will mean that incidents will be eliminated or at least reduced in frequency or severity. The University is committed to the objective that all employees have the necessary safety and related training to perform their duties in a healthy, safe and competent manner.

7.2 Standards for Competence and Training Activities

Working in a healthy and safe manner is a condition of employment at Saint Mary's University. The OHS Office, Human Resources, will develop and provide opportunity for training for Chairs and Managers. Management representatives will be held accountable for the health and safety of employees under their direction, and for maintaining a safe and healthy work environment.

Employees will be trained, must follow safety policies, practices and procedures and are required to cooperate with management, the Joint Occupational Health and Safety Committee, and any person exercising authority under the Occupational Health and Safety Act.

7.2.1 Responsibility for training

Directors and Deans shall ensure that:

- training needs are identified;
- appropriate training is provided to all employees, including refresher training as required;
- systems are in place to ensure the competence of trainers;
- systems are in place to periodically evaluate the relevance and effectiveness of training; and
- systems are in place for maintaining training records.

Chairs and Managers of each operational area or faculty shall ensure that:

- employees are properly trained for their assigned tasks, including orientation, generic training and specific on-the job training;
- additional training is given to employees who require it;
- refresher training is provided as required; and
- training records are maintained.

Employees shall:

- participate in all the training provided or authorized by the University; and
- apply that training to their jobs to enable them to work in a safe, healthy and

responsible manner.

7.2.2 Training records

Operational areas and Faculties are responsible to maintain records of all employee training.

7.2.3 Procedure for ensuring competence of employees

The Occupational Safety General Regulations and the Workplace Health and Safety Regulations require that employees engaging in specific tasks identified in the regulations must be competent to perform these tasks. Most of these tasks are only performed in Facilities Management, and some in the Department of Science. Some tasks that require an employee to be competent, e.g. inspection of ladders before each use to determine whether components are in an adequate condition and the ladder is safe to use, or maintenance of Personal Protective Equipment (PPE), affect many departments on Campus.

The Regulations define a competent person for the purpose of the OHS Act:

“**competent person**” means a person who is

- (i) qualified because of their knowledge, training and experience to do the assigned work in a manner that will ensure the health and safety of every person in the workplace, and
- (ii) knowledgeable about the provisions of the Act and regulations that apply to the assigned work, and about potential or actual danger to health or safety associated with the assigned work”

Using this definition, for most tasks undertaken at the University, the Manager or Chair assigning the task or supervising the work will be able to determine whether or not the employee is competent to perform the task. If the employee is not yet competent, the Manager or Chair must ensure that

- additional training is provided;
- safe work practices are reviewed;
- the task is demonstrated by a competent person; or
- the person receives direct supervision while practising to become competent.

7.2.4 Designated competent employees

For a limited number of tasks, the Occupational General Safety Regulations and the Workplace Health and Safety Regulations require the employer to designate in writing that an employee(s) is competent. The University has reviewed these regulations, identified tasks that require completion by a designated competent person, and established a standard of competence for tasks identified in the Regulations and performed at the University. Some tasks undertaken by parties contracted by the University to perform construction or maintenance work may be covered and this must be a consideration when such contracts are made.

7.2.5 Ensuring that employees are aware of OHS Program requirements

The Senior Management Group, Senior Directors, Directors, Deans, Managers and Chairs, and all members of the JOHSC and safety sub-committees shall be provided training opportunities in the purpose, operation and requirements of the OHS Program.

All employees shall be provided the opportunity to attend an orientation session on the OHS Program which includes an overview of the Saint Mary's University OHS Program and their rights and responsibilities under the OHS Act.

7.2.6 Ensuring that employees are aware of legislative requirements

The training session provided to the Senior Management Group, Senior Directors, Directors, Deans, Managers, Chairs and members of the JOHSC and safety sub-committees shall include information on the provisions of the Nova Scotia OHS Act and regulations.

7.3 Saint Mary's University OHS Training Grid

The following table provides an aid to Managers and Chairs who must arrange for OHS training of employees in their operational areas. It identifies minimum training for employees who have different responsibilities or who are undertaking certain roles. Departments may add additional training as required for specific jobs or tasks.

All Employees, including Faculty	<ul style="list-style-type: none"> • Two-hour Introduction to OHS Course, including: Saint Mary's OHS Program and roles and responsibilities of the employer, employees, and safety committees; procedure for concerns or complaints, procedure for unsafe work refusal, Safe Work Practices, rules, corrective action and emergency response procedures • Orientation to the SMU Workplace Violence in the Workplace: Prevention and Response Policy and Sexual Assault Policy and Procedures • Orientation to Emergency Management Plan Awareness Plan • WHMIS Generic training, where required
Senior Management Group, Senior Directors, Deans, Chairs, Managers and Supervisors	<ul style="list-style-type: none"> • As for All Employees, but with additional training on the internal responsibility system, due diligence and the Criminal Code provisions respecting OHS, and including OHS Leadership, concern and complaint resolution, unsafe work refusals, inspection, investigation, corrective action, Department of Labour and Advanced Education inspections and orders, etc. • Minimum training would be the one-day Saint Mary's University OHS for Managers and Supervisors.

JOHSC and Safety Sub-Committee Members	<ul style="list-style-type: none">• As for Chairs and Managers but with additional training in the roles and responsibilities of the JOHS Committee• Minimum training would be the one-day Saint Mary's University Joint Occupational Health and Safety Committee Course• JOHS Committee Members involved in inspections or incident investigations should have additional training in these subjects.
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7.4 Compliance with OHS Policy, Legal Requirements and Applicable Procedures

Management and employees at all levels will be held accountable for complying with the OHS Act and regulations, Saint Mary's OHS Program, and all applicable occupational health and safety standards, rules, and safe work practices.

7.5 Consequences of Non-compliance: External Legal Action

Where an Occupational Health and Safety Officer, working under the authority of the OHS Act, determines that there has been a violation of a duty imposed by the Act, including provisions of the regulations or standards referenced in the regulations, the Officer is authorized to issue Orders for corrective action to be taken

Where there has been a serious violation of the Act, OHS regulations, or standards referenced within the regulations, the University or individual may be prosecuted under the OHS Act.

Where there has been a serious violation which results in bodily injury or death, the University or an individual may be charged under the Criminal Code of Canada.

7.6 Consequences of Non-compliance: Internal Corrective Action

Corrective action resulting from a violation of OHS requirements shall be progressive and shall be appropriate to the nature of the contravention, the seriousness of the offence, previous violations, and any extenuating circumstances. Each situation shall be evaluated on its own merits and corrective action appropriate to the circumstances taken.