

Category: Health and Safety

Subject: Training Needs Analysis

Policy:

ILCWR will ensure that employees and supervisors receive the knowledge to carry out their duties in a correct and safe manner, and to ensure that any new changes to legislated requirements are met.

Responsibilities:**The Human Resources Director and Employee Health Coordinator will:**

- Review the Training Matrix to ensure it is current, and when required to ensure it is updated to meet the ILCWR needs.
- Review legislative changes that have occurred that will have an effect on the ILCWR.
- Review the Hazard Analysis to ensure that training is provided to address the prevention and reduction of identified hazards
- Review the Training Matrix to ensure that all certification is kept current.
- Review goals and objectives to assist in developing the training needs of the ILCWR.
- Develop a training plan on a yearly basis

The Attendant Service Director and Supervisors will:

- Attend training as required.
- Assist in the updating of the Training Matrix.
- Ensure the time frames for the training are adhered too.
- Deliver training as required.

The Attendant will:

- Attend training as required.

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Procedure:

- The training needs as per the Training Matrix will be completed as required.
- A schedule of training will be developed for new and legislated training by the end of each year.
- The training will be evaluated through:
 - Employee surveys
 - Tests and quizzes during training
 - Performance evaluations

This ensures that the training being offered is necessary and will provide the required knowledge and skills for employees to perform activities safely and efficiently.

Communication:

- The procedure will be communicated through the orientation program and through staff meetings.