

Category: Health and Safety

Subject: Certification Policy

Policy:

It is the policy of the Independent Living Centre of Waterloo Region to ensure that all certifications required by its employee's are maintained and obtained as per legislated and agency requirements.

Responsibilities:**Human Resources will:**

- Create a list of positions that require specialized /specific training. They will ensure that the required specific/specialized number of employee(s) is maintained for each area of responsibility.
- Review the requirements for certifications yearly to ensure that all specialized / specific training requirements for ILCWR are obtained and maintained.
- Will keep an up to date list of all specialized / specific employees under their responsibilities. This procedure will be communicated through postings, job descriptions and through orientation.

Program Support / Human Resources:

- Will schedule the employee(s) for training and keep an up to date list of all training performed for these employee's and the dates for recertification.
- Supervisors are responsible for ensuring that employees have the appropriate training before assigning tasks.

First Aid Training:

All ILCWR employees will be required to have current first aid certificates.

ILCWR will make arrangements for the employee to receive this training. Off site training is accepted, but the employee is responsible for supplying the required documentation and a copy of the certification to the ILCWR.

(Reg 1101, Sec. 8 and 9).

All lead attendants and full time project attendants, the Employee Health

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Coordinator and Program Support will receive standard or Level C first aid.
All other attendants will receive Emergency or Level B first aid.

Lift Transfer Training:

All ILCWR supervisors and attendants will be required to: 1) Complete Lift and Transfer training in Orientation #4
2) Have an on the job training checklist completed and signed off by their supervisor

Please refer to the Training Matrix attached to this policy.