

Category: Health & Safety

Subject: Health and Safety Education and Training – Orientation, Promotion and Transfer

Policy:

The Independent Living Centre of Waterloo Region strives to provide resources including education and training to employees enabling them to execute tasks while upholding a standard level of safety. By training employees to the company's Health & Safety program and expectations required of employees, it provides a basic grounding in Health and Safety knowledge

Procedure:

Upon the hiring process being initiated, the Human Resources department will be provided with the job description (if applicable). From this, a list of essential duties will be determined. Orientation may consist of up to four sessions and must be completed within three months of their hire date. If not completed in the time frame stipulated no wage increase will be given and/or the employee could be suspended until the training is completed. (See Training Matrix for responsibilities and timeframes).

Health and Safety Training is required for:

- Newly hired employees
- Employee's returning from an extended absence
- Employees hired on a contract basis
- Paid Student employees

Responsibilities:

Human Resources will determine the essential duties and Health and Safety training requirements for each position. They will also assign employees to the appropriate orientation sessions.

Human Resources Coordinator will participate in the design and development of all orientation sessions and will deliver Sessions 1 & 2.

Employee Health Coordinator will participate in development of all orientation sessions and will deliver Sessions 3 & 4.

Supervisors will ensure that on-the-job Health and Safety training is

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completed and documented

Training needs review

A Health and Safety Needs Review will be conducted yearly by the Employee Health Coordinator and will consist of:

- Any legislative updates
- Apply to each position within ILCWR
- Review new or modified equipment and/or processes
- Review employee-training records, responsibilities and rules, including new hires, transferred or promoted employees.
- Review the hazard analysis including reporting.

Components of Orientation Health and Safety Training

The employer must prove that employees have received training, which includes the following topics:

Session 1:

- Does not contain any Health and Safety training.

Session 2:

- Issue resolution
- Harassment
- Workplace violence
- Personal Safety

Session 3:

- Legislated health and safety rights and responsibilities
- Role of the JHSC and Health and Safety Representative, introduction to the JHSC representatives
- Health and Safety policy
- Early and Safe Return to Work obligations
- Records of training
- Reporting Injury/Illness/Hazards
- Emergency Plan

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Session 4:

- Lift and transfer training
- Repositioning, bed care and range of motion

This material is reviewed in Refresher Training.

On the job training may consist of any or all of the following:

- Emergency plan
- First Aid locations
- Fire Extinguisher locations
- Consumer specific safety issues
- Lifts and transfers

Training for Employees Promoted or Transferred

- All attendants promoted to a Supervisor position will be required to obtain JHSC certification Part 1&2.
- Attendants transferred to another program will be required to complete on the job training. Basic Health and Safety orientation is the same across all attendant care programs.

Training Records

- Will be maintained in DC2 by Program Support