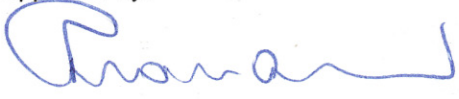



Complete Program Title: Health and Safety Training Program	Risk Management Manual (RMM) Number: 300
Approved by:  Vice-President, Administration  President and Vice-Chancellor	Date of Most Recent Approval: February 2015
Date of Original Approval: December 2002	Supersedes/Amends Program dated: June 2008
Responsible Executive: Vice-President, Administration	Enquiries: Environmental and Occupational Health Support Services (EOHSS) eohtss@mcmaster.ca
DISCLAIMER: <i>If there is a discrepancy between this electronic program and the written copy held by the program owner, the written copy prevails.</i>	

1 PURPOSE

- 1.1 To provide for the health and safety of faculty, staff, students, volunteers, visitors, and contractors by ensuring that:
- Site-specific health and safety training is provided prior to individuals commencing new work or projects.
 - Health and safety training is provided upon hire and updated on an ongoing basis.
 - Orientation and training records are maintained and audited on an ongoing basis.
- 1.2 To identify for supervisors, safety training requirements established in various McMaster University programs and policies;
- 1.3 To ensure compliance with the Occupational Health and Safety Act (OHSA) sections 25, and 27 (See Appendix A).

2 SCOPE

- 2.1 All faculty, staff, students, volunteers, visitors, and contractors.

3 RELATED DOCUMENTS

- 3.1 Ontario Occupational Health and Safety Act R.S.O. 1990,

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- 3.2 Ontario Fire Code,213/07
 - 3.3 Canadian Nuclear Safety and Control Act and Regulations
 - 3.4 Health Canada Laboratory Biosafety Guidelines.
 - 3.5 Workplace Safety and Insurance Act, 1997
 - 3.6 Transportation of Dangerous Goods Act, SOR/2007-179
 - 3.7 McMaster University Emergency Response Procedures
 - 3.8 McMaster University RMM #100 Workplace and Environmental Health and Safety Policy.
 - 3.9 McMaster University RMM #101 Risk Management System
 - 3.10 McMaster University RMM #103 Environmental Protection Act
 - 3.11 McMaster University RMM #111 Contracting Work Safety Program/ Due Diligence Program
 - 3.12 McMaster University RMM #304 Persons Working Alone Program
 - 3.13 McMaster University RMM #305 Confined Space Entry Program
 - 3.14 McMaster University RMM #306 Lockout/Tag-out (LOTO) Program
 - 3.15 McMaster University RMM# 309 Laboratory Safety Manual
 - 3.16 McMaster University RMM #310 Eye Protection Program
 - 3.17 McMaster University RMM #311 Respiratory Protection Program
 - 3.18 McMaster University RMM #312 Foot Protection Program
 - 3.19 McMaster University RMM #322 Health and Safety Training Needs Program
 - 3.20 McMaster University RMM #324 Job Hazard Analysis Program
 - 3.21 McMaster University RMM #401 Asbestos Management Control Program
 - 3.22 McMaster University RMM #403 Noise Control and Hearing Preservation Program
 - 3.23 McMaster University RMM #408 Heat Stress Prevention Program
 - 3.24 McMaster University RMM #505 Transportation of Dangerous Goods Program
 - 3.25 McMaster University RMM #600 Biosafety Program,
 - 3.26 McMaster University RMM #801 Field Trips & Electives Planning and Approval Program
 - 3.27 McMaster University RMM #700 Radiation Safety Program
 - 3.28 McMaster University RMM #1000 Reporting and Investigating Injury/Incident/Occupational Disease Program
 - 3.29 McMaster University RMM #1200 Crisis Management Response Plan
 - 3.30 McMaster University RMM #1201 Fire Safety Plan

4 DEFINITIONS:

- 4.1 **Supervisor:** Person who has control over the workplace or authority over a worker. A supervisor is also a worker under the Occupational Health and Safety Act definition.
- 4.2 **Worker:** any of the following but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program:
- A person who performs work or supplies services for monetary compensation
 - A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled
 - A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university or other post-secondary institution
 - A person who received training from an employer , by who, under the Employment Standards Act 2000, is not an employee for the purposes of that Act because the conditions set out in subsection 1 (2) of that Act have been met.
 - Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation; (“travailleur”).
- 4.3 **Safety Orientation:** A process of education to ensure person(s) become aware of the hazards prior to commencing the activity and practice the procedures to prevent injury, adverse health exposure and/or property damage.
- 4.4 **Acronyms:**
- **CJHSC** – Central Joint Health and Safety Committee
 - **EOHSS** – Environmental & Occupational Health Support Services
 - **FHS** safety office – Faculty of Health Sciences Safety Office
 - **HPAC** – Health Physics Advisory Committee
 - **JHA** – Job Hazard Analysis
 - **JHSC** – Joint Health and Safety Committee
 - **OHSA** – Occupational Health and Safety Act
 - **PBAC** – Presidential Biosafety Advisory Committee
 - **WHMIS** – Workplace Hazardous Materials Information System

5 RESPONSIBILITIES

5.1 Role of Senior Managers (Deans / Directors / Chairs / Managers)

Senior Managers shall:

- provide the resources and direction necessary to support health and safety training programs within their area of responsibility.

5.2 **Role of Supervisors (Administrative and Academic):**

The responsible supervisor shall:

- review JHA and training matrix to ensure that health and safety training for hazards associated with assigned tasks are presented to all individuals starting new work or projects and ensure that no work is performed with a hazard until the training is completed;
- ensure that individuals within their area of responsibility have completed health and safety training as required and prior to working with any hazards
- As a supervisor ensure they have completed the health and safety orientation along with individuals with their area of responsibility within the first week of initiation of work ; and
- provide and maintain records of site specific training for all individuals within their area of responsibility and file a copy of such records with the departmental administrative office.

5.3 **Role of Supervisor, Worker, Student, Visitor, Volunteer:**

Workers, Students, Visitors, and Volunteers shall:

- participate in health and safety training courses as required by their JHA as soon as reasonably practicable and before working with a hazard, and
- complete proficiency and certification tests as required by their JHA.
- Supervisors may request at their discretion the worker to complete refresher training of the current health and safety courses offered by the University on a more frequent basis as is deemed necessary.
- In addition to the courses offered by EOHSS and FHS Safety office, site specific training is required to be offered by the Supervisor for all workers on the specific hazards in their workplace

5.4 **Role of Contractor:**

Contractors shall:

- abide by McMaster University RMM #111 Contracting Work Safety Program/Due Diligence Program;
- demonstrate that all workers employed by the Contractor on the McMaster University project have received the appropriate health and safety training for the safety of McMaster University faculty, staff, students, visitors and adjacent facilities, and

- ensure that contractor employees complete all McMaster University required health and safety training related to the environment in or adjacent to the work site e.g. designated radiation, biohazard, chemical laboratories and unauthorized areas.

5.5 **Role of EOHSS and FHS safety office:**

EOHSS and FHS safety office shall:

- provide guidance to supervisors, upon request, regarding site specific safety training programs and frequency of refresher training over and above training matrix requirements
- maintain and deliver general occupational health and safety training courses in consultation with senior management, supervisors and JHSC's and;
- audit departmental health and safety orientation and training records as needed.

5.6 **Role of Joint Health and Safety Committees:**

JHSC's shall:

- provide consultation for the development and updating of health and safety training initiatives; and
- audit and make comment on health and safety training initiatives within their area of responsibility.

5.7 **Role of Central Joint Health and Safety Committee:**

CJHSC shall:

- review and comment on the health and safety training program on a scheduled basis.

5.8 **Role of Presidential Biosafety Advisory Committee:**

The PBAC shall:

- establish within the biosafety program the safety orientation and training requirements for authorized users and persons with access to biohazard designated areas; and
- through the Biosafety Office audit and verify the effectiveness of the required safety orientation and training initiatives.

5.9 **Role of Health Physics Advisory Committee:**

HPAC shall:

- establish within the radiation safety program the safety orientation and training requirements for authorized users and persons with access to radiation designated areas; and
- through the office of the Senior Health Physicist audit and verify the effectiveness of the required orientation and training initiatives.

6 PROCEDURAL GUIDELINES

- 6.1 It is the supervisor's responsibility to develop and arrange for site specific safety training for new staff and students. (See Appendix A OHSA Sections 25, 27,);
- 6.2 Health and safety site-specific training records shall be recorded by the supervisor and maintained by the employee's department;
- 6.3 Safety training needs shall be identified and arranged for by the supervisor. (See Training Matrices, Appendix B); Supervisors may request an individual within their area of responsibility attend training on a more frequent basis than listed on training matrix
- 6.4 Health and safety training records shall be communicated to the JHSC on request; and
- 6.5 Feedback and recommendations from faculty staff and students are essential for continuous improvement of the health and safety training program.

7 RECORDS

- 7.1 All records of health and safety orientation and training shall be verified by supervisors and retained by the individuals department through the Mosaic system.
- 7.2 Records of student health and safety training shall be documented and retained by the student and/or departments or programs requiring such training through the Mosaic system.
- 7.3 As noted in section 6.2, Site specific training shall be documented and retained by the department or program.
- 7.4 Records will be updated and retained for the duration the individual is a worker or a member of the McMaster Community..

APPENDIX A

Requirements of the Occupational Health and Safety Act (OHSA) R.S.O. 1990 Sections 25
(2) a, 27(2), 42 (3)

http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90o01_e.htm

APPENDIX B TRAINING MATRICES

Separate document