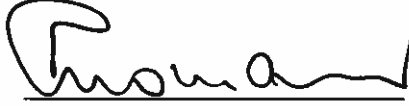



Complete Program Title: Health and Safety Training Needs Program	Risk Management Manual (RMM) Number: #322
Approved by:  Vice-President, Administration  President and Vice-Chancellor	Date of Most Recent Approval: September 2019
Date of Original Approval: December 2002	Supersedes/Amends Program dated: March 2009
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 a structure to annually review the health and safety training needs program in the workplace.
- 1.2 To continually improve health and safety in the workplace.

2 SCOPE

- 2.1 All faculty, staff, students, volunteers and contractors involved in activities at any location approved by McMaster University.

3 Related Documents

- 3.1 Occupational Health and Safety Act 1990.
- 3.2 McMaster University Workplace and Environmental Health and Safety Policy RMM#100
- 3.3 McMaster University Risk Management System RMM #101
- 3.4 McMaster University Risk Management Manual
- 3.5 The Workplace Safety and Insurance Act, 1997

- 3.6 Safety Orientation and Training Program RMM #300
- 3.7 Health and Safety Goals and Objectives Program RMM #323

4 DEFINITIONS

- 4.1 **Supervisor** - person who has charge of a workplace or authority over a worker.
- 4.2 **Worker** – means 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:
 - 1. A person who performs work or supplies services for monetary compensation.
 - 2. 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.
 - 3. 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, private career college or other post-secondary institution.
 - 4. Other persons who work or provide services to an employer for no money, who may be prescribed by regulation.

4.3 Acronyms:

- CJHSC - Central Joint Health and Safety Committee
- EHS - Employee Health Services
- EOHSS - Environmental and Occupational Health Support Services
- IRS- Internal Responsibility System
- SMEG-Subject Matter Expert Group
- FHSSO – Faculty of Health Science Safety Office

5 RESPONSIBILITIES

5.1 Role of Senior Management (Vice President Administration / Deans /Directors / Chairs / Managers)

Senior Management shall:

- Review health and safety trends in the workplace annually;

- Based on reports provided by EOHSS and EHS, support training needs to establish yearly objectives for their continuous plan for health and safety performance;
- The yearly objectives should include an action plan with completion dates;
- Assign the office of EOHSS and FHSSOS to coordinate health and safety programs as required;
- Provide the support and resources necessary to support the IRS and all relevant statutes required to implement and maintain health and safety training programs; and
- Report to the Board of Governors concerning status and effectiveness of the workplace and environmental health and safety system.

5.2 **Role of Supervisors**

Supervisors shall:

- Participate in the review as required and assist with information gathering;
- Communicate yearly objectives for health and safety to all workers as received from Senior Management;
- Ensure all workers have completed their required health and safety training before working with the hazard as per the training matrices located in the Safety Orientation and Training Program RMM #300;
- Provide specific health and safety training to their workers; and
- Retain a record of all health and safety training for workers under their supervision which includes: orientation, specific training and training provided by EOHSS and the FHSSO as per the Risk Management Program #300.

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

The CJHSC shall:

- Participate in the review by discussing incident report summaries monthly;
- Make recommendations on any corrective actions as required; and
- Discuss health and safety training program effectiveness and make recommendations to senior management.

5.4 **Role of Joint Health and Safety Committee:**

The JHSC shall:

- Review incidents on a regular basis; and

- Review content in health and safety programs as provided by EOHSS and the FHSSO and make recommendations.

5.5 Role of EOHSS:
EOHSS shall:

- Receive a copy of all injury/incident reports;
- Prepare monthly the incident summary reports for the CJHSC;
- Discuss trends and make recommendations to senior management for new health and safety training programs;
- Organize and facilitate subject matter expert groups for program development and review as required;
- Define training requirements based on information reviewed by a subject matter expert group to include timeframes for training completion;
- Include in all training programs an evaluation and ensure the appropriate health and safety office will retain copies of training records;
- Report new health and safety training programs to the CJHSC along with the Board of Governors on a regular basis;
- Prepare injury and incident trend analysis and present to CJHSC and the Board of Governors on an annual basis.

5.6 Role of FHSSO Safety Office:
FHSSO Safety Office shall:

- Receive a copy of all FHSSO injury/incident reports;
- Prepare monthly the incident summary reports for the CJHSC;
- Discuss trends and make recommendations to senior management.

5.7 Role of EHS:
EHS shall:

- Receive a copy of all injury/incident reports;
- Report, as required, any work related injury of an employee to the Workplace Safety and Insurance Board.