



Overview:

Supervisors and employees have the right to be knowledgeable of the hazards in their workplaces. For this reason, the Swan Valley School Division (The Division) shall provide training to Supervisors and employees in the Division to identify the hazards and equip them to deal with those identified hazards safely.

Supervisors:

Supervisors are responsible for providing day-to-day training for their employees and Students. School principals and teachers in higher safety risk areas, such as science rooms, shops, phys-ed and home economics, Maintenance supervisor, and head custodians are to be considered for this procedure. The priority of the training and the length of each training session will be dependent upon the school or program the Supervisor is based out of. All staff shall receive some orientation training upon hire consisting of the programs listed below as they become available for training, or to review on website and K drive.

All principals, science teachers, shop teacher, home economics and physical education teachers shall work receive the following training as relevant;

1. Workplace Safety and Health Program overview
 - a. Supervisors Rights and Responsibilities/inspections
 - b. WS&H committee terms of Reference
 - c. Incident Reporting
 - d. Orientation Program
 - e. Personal Protective Equipment

2. Chemical Control Program
 - a. MSDS procedure
 - b. Purchasing
 - c. WHMIS
 - i. Emergency Spill Procedure

3. Physical Hazards identification Program
 - a. Job Hazard Analysis program

4. Biological Hazard Identification Program



a. Mould Program

5. Harassment Policy
6. Violence Policy
7. Working Alone Program
8. Right to Refuse Dangerous Work
9. First Aid Program, if applicable
10. Hearing Conservation Program
11. Slip/Trip/Fall prevention program
12. Accident Investigation
13. Emergency Preparedness

In addition to the above training programs, all Supervisors and Head Custodians will also work towards the following Training Programs as relevant:

14. Lock out Program
15. Fall Arrest Program
16. Aerial Platform Safety
17. Racking and Shelving
18. Air Sampling and Ventilation Inspection
19. Confined space Policy
20. Machine Guarding Policy
21. Hot works program
22. Powered Mobile Equipment
23. Asbestos Identification Program
24. Contracted or self-employed persons

Teachers:

All Teachers not considered Supervisors shall receive the following Training to work towards completing in a timely manner as relevant:

1. Workplace Safety and Health Program overview
 - a. Supervisors Rights and Responsibilities/inspections
 - b. WS&H committee terms of Reference
 - c. Incident Reporting
 - d. Orientation Program
 - e. Personal Protective Equipment



2. Chemical Control Program
 - a. SDS procedure
 - b. Purchasing
 - c. WHMIS
 - i. Emergency Spill Procedure
3. Physical Hazards identification Program
 - a. Job Hazard Analysis program
4. Biological Hazard Identification Program
 - a. Mould Program
5. Harassment Policy
6. Violence Policy
7. Working Alone Program
8. Right to Refuse Dangerous Work
9. First Aide Program
10. Hearing Conservation Program
11. Slip/Trip/Fall prevention program
12. Accident Investigation
13. Emergency Preparedness

All Administrative staff shall receive the following training to work towards completing in a timely manner as relevant:

1. Workplace Safety and Health Program overview
 - a. WS&H committee terms of Reference
 - b. Incident Reporting
 - c. Orientation Program
 - d. Personal Protective Equipment
2. Chemical Control Program
 - a. SDS procedure
 - b. Purchasing
 - c. WHMIS



i. Emergency Spill Procedure

3. Physical Hazards identification Program
 - a. Job Hazard Analysis program
4. Biological Hazard Identification Program
 - a. Mould Program
5. Harassment Policy
6. Violence Policy
7. Working Alone Program
8. Right to Refuse Dangerous Work
9. First Aide Program
10. Hearing Conservation Program
11. Slip/Trip/Fall prevention program
12. Crisis Response Plan
13. Lock out Program
14. Fall Arrest Program
15. Racking and Shelving
16. Machine Guarding Policy
17. Asbestos Identification Program

All Division Bus Drivers will work towards receiving the following training:

1. Workplace Safety and Health Program overview
 - a. Supervisors Rights and Responsibilities/inspections
 - b. WS&H committee terms of Reference
 - c. Incident Reporting
 - d. Orientation Program
 - e. Personal Protective Equipment
2. Chemical Control Program
 - a. SDS procedure
 - b. Purchasing
 - c. WHMIS



i. Emergency Spill Procedure

3. Physical Hazards identification Program
 - a. Job Hazard Analysis program
4. Biological Hazard Identification Program
 - a. Mould Program
5. Harassment Policy
6. Violence Policy
7. Working Alone Program
8. Right to Refuse Dangerous Work
9. First Aide Program