

4.0 TRAINING

4.1 Training Policy

It is the Policy of St. Francis Xavier University to provide all employees including Faculty, Staff and Administrators, with the necessary training to perform their work-related duties in a safe, qualified and knowledgeable manner.

4.1.1 Training Recommendations

Following is a recommended list of courses and training serving only as a guide to enable departments within the university to meet or exceed the regulatory requirements of the Act.

I. Occupational Health and Safety Training for Employees.

- Nova Scotia Occupational Health and Safety Act
- Employee's Rights
- Internal Responsibility System
- Due Diligence
- St. Francis Xavier University Safety Policy and Program
- Hazard Assessment
- Workplace Hazardous Materials Information System (WHMIS)
- Specific Job Task Training
- First Aid training (where applicable)
- Emergency Preparedness and Fire Safety

II. Occupational Health and Safety Training for Supervisors, Managers and Chairs of Departments.

- Nova Scotia Occupational Health and Safety Act.
 - Regulations and Codes of Practice (where applicable)
 - Employee's Rights
 - Internal Responsibility System (IRS)
 - Supervisor/Managers/Chair's Due Diligence
 - How to deal with Concerns /Complaints
 - How to deal with Work Refusals

Senior Managers will ensure that the appropriate Managers, Supervisors, Chairs within their authority will be trained with the following:

- Accident Investigation
- Workplace Inspections
- Hazard Investigation
- Legislation / Policy Applicable to Specific Job Tasks
- Monitoring and Records Management

III. Occupational Health and Safety Training for Site Occupational Health and Safety Committees.

- Nova Scotia Occupational Health and Safety Act.
 - Regulations and Codes of Practice (where applicable)
 - Employee's Rights
 - Internal Responsibility System (IRS)
 - Site Committee's Due Diligence
 - How to deal with Concerns /Complaints
 - How to deal with Work Refusals
 - Incident/Accident Investigation
 - Work site Inspections
 - Hazardous Identification
 - Recommendations
 - Safe Work Practices/Job Procedures
 - Personnel Protective Equipment
 - Monitoring and Records Management

For Further information please refer to Section 8 to review a copy of the Nova Scotia Occupational Health and Safety Act

IV. Occupational Health and Safety Training for the Joint Occupational Health and Safety Committee (JOHSC).

- Nova Scotia Occupational Health and Safety Act.
 - Regulations and Codes of Practice (where applicable)
 - Employee's Rights
 - Internal Responsibility System (IRS)
 - JOHSC Committee's Due Diligence
 - How to deal with Concerns /Complaints
 - How to deal with Work Refusals
 - Incident/Accident Investigation
 - Work site Inspections
 - Hazardous Identification
 - Recommendations
 - Management of Records and Statistics