



## **2.0 Training and Certifications**

## **2.1 Orientation and Training**

All employees shall receive information and training regarding their duties and responsibilities under the OH&S Act and the University's Occupational Health and Safety (OHS) Program.

The intent of the OHS Program is to help educate all employees, including student employees, in working together to promote a healthy and safe working environment.

All new employees must be provided with an orientation to the OHS Program with specific attention to their roles and responsibilities. In addition, employees may require training and certification specific to their workplace(s) and activities.

## **2.2 Training and Certifications**

Online training is available through the NS Department of Labour and Advanced Education in partnership with the Canadian Centre for Occupational Health and Safety (CCOHS). NS Department of Labour and Advanced Education currently offers up to six e-Learning courses per year free of charge <http://novascotia.ca/lae/healthandsafety/video/registration.asp>.

The Joint Occupational Health and Safety Committee recommend basic training courses for all employees. Additional courses are recommended for Managers, Supervisors and Senior Administration as well as JOHSC committee members.

See the OHS website for full descriptions on training courses and instructions to register.

### **2.2.1 All Employees—Basic Training Requirements:**

1. Orientation on Health & Safety New Workers
2. WHMIS for Workers
3. Fire Safety: The Basics
4. Emergency Preparedness for Workers
5. Due Diligence In Occupational Health & Safety
6. First Aid Training
7. Mental Health: Health and Wellness Strategies

A record of all safety training completed by an employee is to be maintained by the immediate Supervisor or Manager.

See the OHS website for full descriptions on training courses and instructions to register.

### **2.2.2 Courses for **Managers and Supervisors and Senior Administration:****

1. Health and Safety for Managers and Supervisors
2. Health and Safety for Senior Executive Legislation and Liability
3. WHMIS for Managers and Supervisors
4. Hazard Identification, Awareness and Control
5. Accident Investigation
6. Mental Health: e-Course Package
7. Workplace Inspections

See the OHS website for full descriptions on training courses and instructions to register.

A record of all safety training completed by an employee is to be maintained by the immediate Manager, Director or Vice President.

### **2.2.3 Courses for **Joint Occupational Health and Safety Committee Members:****

1. Health and Safety Committees
2. Developing a Health and Safety Committee Program
3. Hazards Identification
4. Workplace Inspections
5. Health and Safety for Senior Executive Legislation and Liability
6. Accident Investigation

See the OHS website for full descriptions on training courses and instructions to register.

A record of all safety training completed by an employee is to be maintained by the Health and Safety Advisor; in addition, copies are provided to their immediate Manager, Director or Vice President.