



Document #: H – TOD01	 Winnipeg Regional Health Authority Office régional de la santé de Winnipeg Operational Procedure	Status: Version 2.0 Revised: September 2024 Owner: Occupational and Environmental Safety and Health (OESH)
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Purpose	In keeping with the Winnipeg Regional Health Authority commitment to providing a safe and healthy workplace as noted in the 'WRHA Workplace Safety and Health Policy, the following Operational Procedure has been developed to ensure all workers receive all appropriate safety and health training prior to starting work or as soon as reasonably possible and throughout their employment.
Background	This OP supersedes March 2009 (version 1).


1.0	GUIDING PRINCIPLES
1.1	This operational procedure is designed to ensure that when followed, the minimum requirements of Manitoba Workplace Safety and Health legislation is complied with and where possible exceeded.
1.2	As with all matters relating to the Safety and Health of workers, the Workplace Safety and Health Committee should be consulted for their input.

2.0	DEFINITIONS
2.1	The Act: means <i>The Workplace Safety and Health Act</i> .
2.2	Committee: Means a workplace safety and health committee established under section 40 of the Workplace Safety and Health Act.
2.3	Contractor: a person who, pursuant to one or more contracts, directs the activities of one or more employers or self-employed persons involved in work at a workplace.
2.5	Directors/Managers/Supervisors/Lead: Means a person who has charge of a workplace or authority over a worker.
2.6	Employer: 2.6.1 Every person who, by himself or his agent or representative employs or engages one or more workers, and 2.6.2 The Crown and every agency of the government.
2.7	OESH: Means the Occupational and Environmental Safety & Health Department of the WRHA.
2.8	Worker: 2.8.1 Any person who is employed by an employer to perform a service whether for gain or reward, or hope of gain or reward or not.

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	<p>2.8.2 Any person engaged by another person to perform services, whether under a contract of employment or not</p> <p>2.8.2.1 who performs work or services for another person for compensation or reward on such terms and conditions that he is, in relation to that person, in a position of economic dependence upon that person more closely resembling the relationship of any employee than that of an independent contractor,</p> <p>2.8.2.2 and who works or performs services in a workplace which is owned or operated by the person who engages him to perform services,</p> <p>2.8.3 Any person undergoing training or serving an apprenticeship at an education institution or at any other place.</p>
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3.0	OPERATIONAL PROCEDURE
3.1	<p>“Each facility/site/program/department must CREATE A TRAINING PLAN specific to their workplace and the hazards/risks”. See “Appendix A Training Plan Template” as a guide/ example.</p>
3.2	<p>The training plan must include</p> <ul style="list-style-type: none"> 3.2.1 Assessing training needs (what training is required, who needs it) 3.2.2 Development 3.2.3 Provision of training (E.g., by whom, what method) 3.2.4 Frequency 3.2.5 Competency 3.2.6 Record Keeping 3.2.7 Staff access to training 3.2.8 Assigned responsibilities for all parts of the training plan.
3.3	<p>The training plan must include (where applicable) but is not limited to:</p> <ul style="list-style-type: none"> 3.3.1 Safety and Health Orientation (LMS) 3.3.2 Department/Job Specific Training 3.3.3 Task/Equipment Specific Training 3.3.4 Workplace Safety and Health Committee Training 3.3.5 Manager/Supervisor and Safe Work Training 3.3.6 First Responder/First Aid / Emergency Preparedness Codes 3.3.7 Revisions to Operational Procedures, Safe Work Procedures, and Other Procedures 3.3.8 Training for Contactors/Self-Employed Persons
3.4	<p>The training plan must include (where applicable) ongoing training, i.e. annual, refreshers, etc.</p>
3.6	<p>All workers will attend all required training as directed by the facility/Each facility/site/program/department /program.</p>

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3.7	All students/contractors may be included in this program where applicable.
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4.0	RESPONSIBILITES
4.1	<p>Each facility/site/program/department Executive Team</p> <p>4.1.1 Assign responsibilities to staff within each facility/site/program/department to ensure the implementation of this operational procedure.</p> <p>4.1.2 Ensure resources (information, training, tool, equipment, and time) are available to provide/maintain 4.1.1.</p> <p>4.1.3 Support the Operational Procedure throughout each facility/site/program/department.</p>
4.2	<p>Directors/Managers/Supervisors</p> <p>4.2.1 Attend training as required.</p> <p>4.2.2 Ensure worker attendance as per schedule.</p> <p>4.2.3 Ensure competency evaluations are documented.</p> <p>4.2.4 Refer workers for additional and/or re-training as needed. (E.g., changes to conditions, procedures, or new equipment introduced)</p>
4.3	<p>Worker</p> <p>4.3.1 Attend all training sessions required.</p> <p>4.3.2 Complete all competency requirements for training sessions attended.</p> <p>4.3.3 Apply the knowledge acquired through training while performing duties.</p>
4.4	<p>Each facility/site/program/department Workplace Safety and Health Committees</p> <p>4.4.1 Consult on the content and frequency of safety and health training.</p> <p>4.4.2 Assist in the promotion of safety and health training.</p> <p>4.4.3 Ensure co-chairs and members are trained in their roles and the functions of the committee.</p>
4.5	<p>Each facility/site/program/department in charge of contractors</p> <p>4.5.1 Ensure participation in appropriate orientation.</p> <p>4.5.2 Have a documented process for monitoring the contractor/self-employed persons.</p>
4.6	<p>Occupational and Environmental Safety & Health</p> <p>4.6.1 Consult with the facility/Each facility/site/program/department /program on all aspects of this Operational Procedure</p>

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5.0	TRAINING REQUIREMENTS
5.1	The training plan must be workplace-specific, effective, and updated every 3 years or when changes that may affect the procedure are introduced in the workplace.
5.2	All training must have a competency component which includes but is not limited to: <ul style="list-style-type: none"> 5.2.1 Completion of quiz relating to the subject, or 5.2.2 Practical training and evaluation, or 5.2.3 Return demonstration, or 5.2.4 Combination of above
5.3	All training must be documented. For training outside of LMS module, records must be retained for AT LEAST five years
5.4	Training records will be maintained either in the Department and/or Human Resources depending on the type of training.

6.0	REFERENCES
6.1	Government of Manitoba. (2022). The Workplace Safety and Health Act – W210 10/02. Winnipeg: Queen’s Printer. www.safemanitoba.com Government of Manitoba. (2022). The Workplace Safety and Health Regulation – 217/2006 – Part 2. Winnipeg: Queen’s Printer. www.safemanitoba.com