



HEALTH, SAFETY &  
ENVIRONMENTAL MANUAL

## 10.2 Training Procedure

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### TRAINING PROCEDURE

#### PURPOSE

The purpose of this procedure is to ensure that all employees of J-AAR are sufficiently trained and competent for the tasks assigned to them.

This includes all company specific standards, rules, and procedures related to the HSMS.

#### DEFINITIONS

##### Competency

Capable of applying or using related knowledge, training, experience, skills, and abilities required to successfully perform a job, task, operation, or function in a defined work setting.

##### Job Hazard Analysis (JHA)

A documented hazard, risk, and control assessment completed at the time and place of specific task or job.

##### Daily Safety Meeting

An active discussion between supervisors, employees, and visitors where job safety information including scope of work, hazards, JHA and other safety information is communicated.

##### Site-Specific Safety Plan

A formal safety plan specific to a workplace, project or job documenting known hazards and required controls associated with the scope of work.

#### SCOPE

This procedure applies to all employees of J-AAR. While training needs differ depending on the individual's role and responsibilities, having well-trained and competent employees benefits everyone.



In addition to task specific training, J-AAR also conducts new employee orientations. This orientation provides new employees with important information about the company's OHSMS including its purpose, roles within the company, the responsibilities of employees, rights of workers, importance of conformity across the company, potential consequences for non-compliance, and the importance of workers' participation within the OHSMS.

##### Training Needs Analysis

The J-AAR health and safety team will review relevant legislation, industry best practices, incidents, leading and lagging indicators, and company health and safety objectives to determine any new training standards. This review will happen at least annually, but some factors, such as lost time or critical injuries, may cause an immediate change to the training standards. During this analysis recommendations for required training for performing a specific task will be made.

Currently J-AAR requires the following training to be completed for all employees:

- WHMIS Review (to be reviewed with company specific hazards annually).
- Worker Awareness (Four or Five Steps) depending on role.

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- Review of company policies, procedures, OHSMS, accessibility policies and violence and harassment policies (orientation).

All Supervisors are required to have Supervisor’s Awareness in Five Steps training or equivalent as required by legislation. They may also be trained in:

- Basics of Supervision
- First Aid / CPR
- Other task specific training

Workers must attend health and safety courses and training programs. Although some training may be mandatory, other training may depend on position and duties. All training records will be filed digitally. Courses are scheduled from time to time by the health and safety team in consultation with management. Some may be in virtual or digital format.

Topics covered include a list of tasks which require training before commencing:



- Traffic Control Person
- First Aid/CPR
- JHSC Certification
- Ground Disturbance
- Construction Legislation
- Hoisting and Rigging
- Confined Space
- Working at Heights
- Propane in Construction
- Utility Safety Awareness
- Transportation of Dangerous Goods
- Quick-cut saw use

### **Training Records Matrix**

All orientation and training records will be stored in HCSS skills. This matrix flags both expired and soon to be expired ROT’s. This will allow the health and safety team to schedule any required training courses for workers as necessary.

### **Training Providers**

All in-house training will be conducted by competent individuals. Any training requiring a third-party will be done by CPO approved providers where required. Typically, J-AAR field staff are provided training by their respective trade union.

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### Orientation

All new employees will be given a J-AAR orientation. This orientation will include a review of J-AAR company policies, procedures, OHSMS, WHMIS/GHS, and Worker Awareness. At the end of the orientation the new employee will complete several knowledge verification quizzes.

There will be an annual health and safety meeting for all employees designed to be a general reminder of the company's health and safety requirements and the individual responsibilities of all parties. Additions or revisions to the HSE Manual will be detailed along with any other topics that are important for review.

### New or Young Workers

Young workers according to Ontario are "under the age of 25". New workers can be of any age who have been on the job for less than six months or are assigned to a new job.

These workers need extra attention and training as they are most prone to workplace hazards. J-AAR supervision will ensure that all new workers are constantly supervised and never asked to work alone or outside their skillset. J-AAR management will determine when a worker is no longer required to be under constant supervision.

## PROCEDURE

**Review:** J-AAR's health and safety team will review relevant legislation, leading and lagging indicators, and corporate health and safety objectives to determine any new training requirements.

**Update:** J-AAR's health and safety team will update training requirements as required based on review.

**Schedule:** J-AAR's health and safety team will schedule training for staff as required.

**Record:** J-AAR's health and safety team will update the training matrix on HCSS as new ROT's become available.

**Refresh:** J-AAR's health and safety team will provide an annual refresher for all workers, for applicable courses.

***As training beings to expire, new training will be arranged as needed.***