	13.2 Employee Safety Training		
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PURPOSE

The Occupational Health and Safety Act requires that workers receive information, instruction, and competent supervision to protect their safety. J-AAR believes that effective training is essential for all workers and their safety.

SCOPE

Worker / Supervisor Training:
All workers will have an orientation session prior to beginning work. This will include:
- Review of the New Worker Orientation: completed in-person.

Supervisors will also receive:
- MOL 5 Steps Supervisor Awareness training online.
- Competent Supervisor course or Surface Miner- Generic First Line Supervisor course, if required.

WHMIS
All employees will receive WHMIS training as required by current legislation either in-person or digitally.

Worker Awareness
All workers will receive the mandated "4 Steps Worker Awareness" training either in-person or digitally.

First Aid
The company follows the WSIB regulations for worker training in Standard First Aid / CPR or Emergency First Aid / CPR for all worksites. Training will be provided by qualified third-party trainers.

Fire Prevention
Employees will review the sections of the J-AAR program which includes fire prevention and emergency procedures as part of the orientation.

Transportation of Dangerous Goods
Required employees will be trained in the transportation of dangerous goods by a third-party. Training is currently required every 3 years.

Driver Training (MTO regulations where applicable)

Joint Health and Safety Committee- Part 1 and 2 certifications (where applicable)

Surface Miner Training Program - Common Core
The Surface Miner Program is a series of training standards designed to ensure all workers in surface mines are trained to do their job safely. Employees must be trained in and pass the three Common Core Modules – 'Work Safely in the Job Environment', 'Lock and Tag' and 'Operate Hand and Power Tools' before starting the specialty module training.

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Surface Miner Training Program – Specialty Modules

The Specialty Module Program is a series of training standards designed to ensure all workers in surface mines are trained to operate individual types of equipment involved in production. They include Front End Loaders, Excavators, Crushers, Stackers/Conveyors, Haulage Trucks, Bulldozers, Genset etc… Each worker who operates or works in proximity to various types of equipment will be trained for that specific equipment type.

Safety talks

Safety talks will be provided when necessary. Each employee must sign an acknowledgment after reviewing the safety talk.

Job or Site-Specific Training

Training may be required for some employees working in specialized jobs or performing certain tasks. Training may include written procedures or instructions or formalized courses and training sessions.

Annual Health and Safety Meeting

The company organizes an Annual Health and Safety meeting. This meeting is designed to review sections of the HSE Manual, new legislation, policies and procedures or any other select health and safety items.

Surface Miner Training Program (#770210)

Establishment and Scope

The Surface Miner Program is a series of training standards designed to ensure all workers in surface mines are trained to do their job safely. Top Management and the company Signing Authority commit to ensuring the program and training is compliant and that employees receive modular training when required.

The Surface Miner Program is intended for all ***production employees*** working full and part-time in a Surface Mining operation. These employees must be trained and accredited in the Surface Miner Common Core and in any Specialty Modules which pertain to their area of work.

'Production employees' excludes clerical and administrative persons not involved in production activities. A production employee is any employee doing physical labour, and/or operating machinery, involved in the extraction and processing of materials from a surface mine and/or associated mining plant, including land clearing, drilling, blasting, internal haulage, crushing, screening, conveying, stockpiling and maintenance.

Section 11.2 (1) of O. Reg. 854 (Mines and Mining Plants) states that:

Employers engaged in surface mine operations shall establish and maintain the following training programs:

1. Common Core for Surface Miner (Program #770210).
2. Specialty Modules for Surface Miner (Program #770210)

The three modules of the Surface Miner Common Core Program are:

- Work Safely in the Job Environment, U5030

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- Perform General Lock Out and Tag on Prime Movers and other Related Equipment, U5031
- Operate Hand and Power Tools, U5032

Common Core modules must be completed by employees within the first twelve months of their employment and must be completed prior to training in any Specialty Modules of the program.

Specialty Modules are a series of training standards designed to ensure all workers in surface mines are trained to operate individual types of equipment involved in production. They include Front End Loaders, Excavators, Crushers, Stackers/Conveyors, Haulage Trucks, Bulldozers, Genset etc… Each worker who operates or works in proximity to various types of equipment will be trained for that specific equipment type.

Section 11.2 (2.1), (4) of O. Reg. 854 (Mines and Mining Plants) states that:
(2.1) The employer shall ensure that a worker completes all the common core modules within 12 months after the worker begins performing work covered by those modules.
(4) A worker shall be trained in the appropriate common core modules before beginning training in a specialty module.

Workers being trained on a specialty module after the appropriate common core modules have been completed have 12 months to complete that specialty module.

The company established the Surface Miner training program in the early 2000's as it became required by new legislation. Several employees participated in MASHA's Train-the-Trainer course and subsequently delivered Common Core and Specialty modules to employees.
Currently, there are 3 internal trainers capable of delivering modular training.

Roles and Responsibilities
The company Health, Safety and Environmental Manual details the roles and responsibilities of all workplace parties in the "Corporate" section. The responsibilities of the signing authority, trainers and trainees is detailed in this section.

The signing authority is registered with the Ministry. All internal trainers have taken a certified train-the-trainer course. The course includes their responsibilities as a trainer. New worker orientations and worker awareness training detail the roles and responsibilities of a worker/trainee. All orientations and worker awareness training is documented.

Signing Authority
The Signing Authority (SA) ensures that the company employees are trained to work in compliance with the Occupational Health and Safety Act and Regulations and maintains quality training records for the company employees. The signing authority also identifies which approved trainers are used to train company employees. **The current Signing Authority for Aggregates is the company CAO.**

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Responsibilities:

- determines, for accreditation, the company employees who have demonstrated competency in the training modules as outlined in the Ministry Training Standards.
- reviews the Training Standards document as required to be familiar with each applicable module.
- signs training reports and maintains training records for the company employees.
- ensures and maintains quality training for company employees.
- evaluates/audits trainers at least once a year.
- signs and submits original training reports and training applications to the local Apprenticeship office.
- informs the local Apprenticeship office of any changes to the trainer/training agency.
- ensures company employees are trained to work in compliance with the Occupational Health and Safety Act (OHSA) and related legislation.
- may be called on to describe the training received by company employees and provide evidence of its adequacy in a court of law.

Approval criteria:

Only one person per program can have signing authority for their company. That person must:

- know the training requirements for the specific modular program under the Occupational Health and Safety Act.
- be the company's owner, or be an employee designated by the company as the signing authority.
- be highly skilled or knowledgeable in mining operations.
- be knowledgeable of training or be directly involved in training; and
- identify which approved trainer/training agency will be used to train company employees.

Trainers

A trainer in the Surface Miner Program must:

- be accredited in the program's Basic Common Core.
- completed a Train-the-Trainer Program that satisfies the Train-the-Trainer Program Requirements.
- have knowledge of the OHSA, the Regulations and company standards.
- have accreditation in and experience and knowledge in the modules he/she is delivering.
- follow a lesson plan to ensure all trainees are given minimum subject matter as per the Ministry Training Standard document.
- have verbal and writing skills necessary to write lesson plans.
- have training material that includes pertinent sections of the OHSA, the Regulations and company standards.
- apply one-on-one, small, or large group training techniques when they are required.
- use performance objectives to evaluate.
- ensure all trainees are trained to work in compliance with the OHSA, the Regulations and company standards.
- address learner difficulties.
- make effective use of any training aids.
- communicate effectively with the trainees.

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- sign the performance objectives on the date the trainee successfully demonstrated competency.
- help trainees identify developmental strategies.
- solicit feedback from trainees and perform remedial training as required.
- understand his/her responsibility to update lesson plans as appropriate.
- be aware that he/she may be called upon to give training evidence in a court of law.

Trainers will self-evaluate their training as part of an annual performance review with Top Management.

Trainees

Trainees must have the prerequisite accreditations in Common Core before any Specialty Module training. Before or during modular training, trainees must:

- inform the trainer of any learning, language, or communication barriers.
- be authorized to operate equipment and perform the tasks for which he/she is being trained.
- perform the initial check of equipment and/or tools by means of a show and tell demonstration.

After training:

- work in compliance with the OHSA, the Regulations and company standards.
- perform and be accredited in any tasks being assigned.
- feel comfortable and competent with the training received.
- continue to work efficiently without additional coaching by the trainer.
- demonstrate confidence and the ability to work safely without the trainer's assistance.
- complete a "trainer evaluation" form for feedback.

Trainees will complete a Trainer Evaluation form once training is completed in order to provide feedback. It will be reviewed by the SA and the trainers. It will allow the company to continually monitor and improve the training program. It will also be used to provide any remedial training as needed. This form will be filed on the company server.

Training Procedures

Training Standards and Guidelines have been developed by the Mining Tripartite Committee. These Training Standards are intended to be used by the trainee, trainers, and companies as a "blueprint" for training which meets legislative requirements from accreditation. These documents are intended as guidelines for training.

Lesson plans will be developed and used for training modules. All lesson plans will be filed on the company server for access. Legislative requirements will be reviewed to ensure they are referenced and captured in each training module. The Ministry Training Standard program, company standards and manufacturer specifications will be used as part of the development process.

Performance objectives and training evaluations will be developed for each module, based on the lesson plan. The evaluations and reports will be signed by both the trainer and trainee during training. Evaluations will be either hard copy and/or digital. Digital copies will be filed on HCSS. Performance objectives must be signed off by the trainer when the trainee has achieved competence in the skill. For the purposes of this program, competence is achieved

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when the trainee can perform the skills repeatedly and without assistance in the workplace to the standard set out in the Training Standard document.

Common Core training will be either conducted in-house or by a 3rd party training provider. The course may be in-person or online. It will be a classroom-based, theory course with an evaluation section (tests).

Specialty module training will be conducted by qualified internal trainers. All training will be conducted in the field/pits using the required piece(s) of equipment for the specific module. This is hands-on, in-person training utilizing the equipment, company standards and manufacturer requirements as part of the training. It involves demonstrations, lectures, observations, and evaluations (written short answer).

Trainers will communicate with trainees at the beginning of each module to determine if any language, learning, or communication barriers exist. If barriers to learning do exist, the trainer will alter their training evaluation to accommodate the trainee, if able. This may include using visual aids, going at a slower pace, or increased demonstrations. If the barriers cannot be overcome, training must cease, and Top Management be notified. The company has an AODA program for reference as required.

The SA will accredit trainees and file training applications and modular training reports with the Ministry, after consultation with the trainer(s) to confirm competence in each module trained. The trainee "Trainer Evaluation" form will be reviewed. The SA may also consult with trainees. The SA will complete and file a Skills Competency form, and file on the company server. All Ministry modular training reports and training standards will be filed at the company head office.

A training matrix for all employees is maintained that outlines the modules that each employee has obtained. The matrix is filed on the company server. For new jobs or new employees, a skills analysis will be conducted by Top Management to determine which modules are required for the specific position. The employee will be added to the matrix, and their required modules will be flagged.

Changing technology, as it is available, will be reviewed by trainers. This may include technology used in equipment (i.e., GPS), specifically for Specialty Modules. Trainers must be familiar with the technology as it applies to the work a trainee may perform and ensure that the training on technology is covered in the module. Equipment must be reviewed prior to training to check for any technology that is missing from the performance objectives.

A transcript is issued by the MLITSD in order to provide conclusive proof that the worker has successfully completed a specific program. The transcripts will be filed on the company server.

Signing Authority Audit Guidelines
The SA is required to complete an annual audit to evaluate the effectiveness of the training and to ensure that trainer skills, employee performance and program quality remain current and of a high standard.

A copy of the results of audits needs to be available for MLITSD inspections.

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The results also need to be communicated to Top Management with any deficiencies identified.

The audit will include:
- annually auditing trainers to determine their effectiveness and compliance with standards for safety, quality and performance, using the form provided.
- evaluating the quality of lesson plans.
- evaluate training modules to ensure compliance with legislation and changing technology.
- observing the trainers' teaching techniques for the 4 basic criteria:
    - Learning
    - Behaviour
    - Delivery
    - Evaluation
- auditing trainee performance, including "hands on" approach.
- reviewing trainee evaluations of trainers.

The audit tools used consist of:
- Audit templates
- Audit report

Trainers will be evaluated through observation, document inspection and discussions, using the form provided. Trainee competency will be verified through discussions or emails to trainers as well as utilizing a hands-on approach.

The training matrix will be reviewed annually during the audit to ensure employees are receiving appropriate training.

Audit results and reports will be filed on the company server. A permanent record will be maintained for a minimum of seven (7) years.

The Surface Miner Program will be reviewed annually by the SA and trainers to discuss changing legislation, technology, program revisions and deficiencies.
Quality control will be addressed, and any identified gaps will be addressed.

REQUIREMENTS

Legislation:
- WSIA
- OHSA, Sections 9, 37, various
- Mining Regs. - O. Reg. 854, Sections 11, 28, various