



HEALTH, SAFETY &
ENVIRONMENTAL MANUAL

14.3 Employee Safety Training

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EMPLOYEE SAFETY TRAINING

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 absolutely essential for all workers and their safety.

SCOPE

Worker Training

All new workers will have an in-person orientation session prior to beginning work. This will include:

- Review of the sections of the HSE Manual applicable to their scope of work
- WHMIS Review
- Worker Awareness training (4 Steps) if needed
- Workplace Violence and Harassment program review
- AODA program review

Supervisors will also receive:

- MOL Supervisor Awareness training online

First Aid

The company follows the WSIB regulations for worker training in Standard First Aid / CPR for the workplace.

WHMIS

All employees will receive WHMIS training as required by current legislation at the new worker orientation, followed by an annual review.

Fire Prevention

Employees will review information from the HSE Manual. Employees will also review fire prevention and protection plan for the shop and main office.

Transportation of Dangerous Goods

Employees, if required, will be trained in the transportation of dangerous goods by a qualified third-party instructor. Training is currently required every 3 years.

Driver Training (MTO regulations where applicable)



Drivers may be required to obtain specific classes of licences (i.e., AZ, DZ)

Forklift Operator

All workers who operate a forklift will be trained by a qualified third-party instructor.

Crane Operation

All workers who operate overhead and mobile 0-8 cranes will be trained by a qualified third-party instructor.

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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. Some J-AAR Assets and Logistics employees may be trained in the three Common Core Modules – ‘Work Safely in the Job Environment’, ‘Lock and Tag’ and ‘Operate Hand and Power Tools’.

Job 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 may convene a meeting annually to address health and safety. This meeting is designed to focus on key topics, introduce new company information, present guest speakers and engage employees in breakout sessions.

REQUIREMENTS

Legislation:

WSIA

OHSA: Sections 9, 37, various