



# Procedure

Procedure Name	<b><i>Orientation and Training</i></b>		
Procedure #	HS 1.2	Parent Policy	HS 1.0 Health, Safety and Environmental
Policy Owner	Vice President Administration	Effective Date	August 23, 2021
Procedure Owner	Executive Director, Risk Management Services	Review Date	August 23, 2026
Approved by	Executive Director, Risk Management Services	Approval Date	August 23, 2021

## 1.0 Purpose/ Background

This procedure identifies and describes health, safety and environmental orientation and training requirements for all employees to safely conduct their jobs according to applicable legislation, regulations, and internal requirements.

## 2.0 Definitions

Term	Definition
Competent	In relation to a person, means adequately, qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.
Supervisors	A person who has charge of a work site or authority over a worker (s). This can include those in management and individuals whose job title does not include the word "supervisor". E.g., Project Lead, Coordinator, etc.
Worker (Employee)	Means a person engaged in an occupation, including a person who performs or supplies services for no monetary compensation for an organization or employer, and for greater certainty, includes a self-employed person, but does not include a student in learning activities conducted by or within an educational institution for which no compensation is paid to the student.
General training	Universal training provided which is common to all employees and work sites. E.g., Orientation
Job specific training	Training required for those jobs or tasks that require certification or expertise that is best delivered by the department, or certified external third-party. E.g., Safe Work Procedure (SWP).
Refresher training	Training required to retain or reengage knowledge and skills to maintain competency. E.g. Standard First Aid expires after 3 years and requires recertification before expiry.

### **3.0 Procedures**

- 3.1 Supervisors are responsible for ensuring that employees within their area of responsibility receive adequate health, safety and environmental orientation and training to conduct their work safely.
- 3.2 Employees are responsible for participating in the health, safety and environmental orientation and training.
- 3.3 Training is developed, presented, and evaluated to ensure alignment with applicable legislation, regulations, and internal requirements as outlined in [HS.PRG.25 – Orientation and Training Program](#).
- 3.4 Training competencies are documented in accordance with applicable NAIT procedures and programs.
- 3.5 Competency is achieved through a combination of education, training, and experience. Competency requirements for employees will be determined based on a combination of:
  - Scope of work
  - Job or task descriptions and duties
  - Hazards
  - Equipment manufacturing specifications
  - Legal and legislative requirements
  - Department/Supervisor input

### **3.6 Required Training**

Health, Safety and Environment (HSE) and Programs/Departments have a shared responsibility for training. HSE will provide general training and advise and support job specific training needs managed by supervisors.

#### **3.6.1 General Training**

HSE has the internal capacity and expertise to develop and deliver training for the NAIT audience.

#### **3.6.2 Job Specific Training**

Supervisors will manage any training for jobs or tasks which may have a higher degree of risk or expertise to deliver or certify.

Training will be delivered internally or through competent external third parties, as appropriate. HSE will provide support and expertise on identifying and accessing this training.

#### **3.6.3 Refresher Training**

Supervisors will manage training that requires recertification or reengagement to maintain knowledge and skills to sustain competency.

#### 4.0 Exceptions to the Procedure

4.1 Exceptions to this procedure will be documented and formally approved by the Procedure Owner.

Procedure exceptions will include:

- The nature of the exception.
- A reasonable explanation for why the procedure exception is required.
- Confirmation that the exception aligns with the general principles.
- Any risks created by the procedure exception and how they will be managed.

#### 5.0 Related Documentation

5.1 [Alberta Occupational Health and Safety Act, Regulations and Code](#)

5.2 CSA Z1000 – Occupational Health and Safety Management

5.3 CSA-Z1001 – Occupational Health and Safety Training

5.4 [HS 1.1 Health and Safety Participation Procedure](#)

5.5 HS.PRG.25 – Orientation and Training Program

#### ***Document History***

<i>Date</i>	<i>Action/ Change</i>
August 23, 2021	Updated to the latest template. Removed General Principles section. Added the environment component. Updated the Definitions table. Added General Job Specific, and Refresher training.