

ATLANTIC PILOTAGE AUTHORITY OHS SYSTEM

TRAINING AND COMMUNICATIONS PROGRAM

PROGRAM OVERVIEW

Training and communications are both essential components of this OHS System. The Atlantic Pilotage Authority is committed to providing all employees with the training and knowledge to work safely and confidently.

NEW HIRE SAFETY ORIENTATION

1. A new hire safety orientation is a mandatory requirement of this program. It must be completed prior to a new employee's first job assignment. This applies to both "full time" and "casual" employees.
2. New hire safety orientations for all Halifax-based employees (including Pilots, Launchmasters, Deckhands, and employees based in Cogswell Tower) shall be performed by the OHS Coordinator or designate.
3. For employees based in other areas, the OHS Coordinator shall assign a local member of the Workplace Health & Safety Committee to perform the new hire safety orientation. Members who are assigned to perform orientations must first be trained on that process.
4. When conducting an orientation, a New Hire Safety Orientation form must be completed. Adequate time must be taken to properly explain each item on the New Hire Safety Orientation form, and to ensure understanding.
5. The new employee must be provided with copies of the Safety Policy, Safety Rules, Personal Protective Equipment & Clothing Program, and Hazard Prevention Program pamphlet.
6. New Hire Orientation forms must be signed by both the new employee and the person delivering the orientation.
7. Once completed, all New Hire Safety Orientation forms must be forwarded to the OHS Coordinator for action and filing.
8. New Hire Orientation forms must be kept on file by the OHS Coordinator for a minimum of five years after an employee ceases to be employed by the Authority.

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FORMAL SAFETY TRAINING/EDUCATION

1. Employees, including WHSC members, supervisors and managers, shall be trained as required by Part II of the Canada Labour Code.
2. At a minimum, WHSC members shall be trained on their roles and responsibilities, as well as how to perform inspections and conduct investigations.
3. Supervisors (including Launchmasters) and managers shall be trained on their responsibilities under Part II of the Canada Labour Code.
4. All APA employees require training on WHMIS. All Launchmasters, Deckhands, and Dispatchers shall maintain a valid first aid/AED certification. APA Pilots upon request will be provided compensation for first aid training fees.
5. In accordance with the Hazard Prevention Program Regulations, the OHS Coordinator shall ensure that employees receive training whenever new hazard information in respect of a hazard in the work place becomes available, and shortly before an employee is assigned a new activity or exposed to a new hazard.
6. Additional job or task-specific training requirements may be identified by risk assessments and analyses, regulations, management, and the WHSC. This includes confined space entry training for Deckhands and Launchmasters (see *Confined Space Entry Program*).
7. The APA will consider relevant safety training needs that improve health and safety, and act on them as soon as is reasonably practicable.

Specialized Training:

1. Specific training processes and guides have been developed for Pilots, Launchmasters and Deckhands.
2. **For the training of Launchmasters and Deckhands, the OHS Coordinator shall assign a trainer for each new employee. Once the training guide has been completed, the assigned trainer shall return the completed training checklist to the OHS Coordinator for action and filing. – NEED TO REVISE**
3. Launchmaster and Deckhand Training Guides must be kept on file by the OHS Coordinator for a minimum of five years after an employee ceases to be employed by the Authority.

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4. The need for additional specialized, job or task-specific training will be identified on an on-going basis by such things as risk assessments, risk analyses, inspections, and general observations.
5. Managers and supervisors (including Launchmasters) are responsible for providing employees with the specialized training that is required for them to perform their work in a safe and efficient manner.
6. Managers and supervisors shall ensure that they record any specialized training in their logs or daily planners. Records must include: trainer, employee's name, date, and nature of training.

RESPONSIBILITY FOR TRAINING PLAN AND TRAINING RECORDS

1. The OHS Coordinator shall develop and maintain an annual training plan, in consultation with the Director of Operations and the WHSC. A draft of that training plan shall be presented for discussion at the January WHSC meeting, and the plan should be finalized for the CEO's approval in February. The training plan may be updated throughout the year, as new requirements are identified.
2. Each time education is provided to an employee, other than the New Hire Orientation, the employee shall acknowledge in writing that they received it, and a representative of the Authority shall acknowledge in writing that they provided it. An OHS Training Record form has been developed for that purpose. Completed and signed forms shall be forwarded to the OHS Coordinator to be filed.
3. The OHS Coordinator shall be responsible for maintaining up-to-date, accurate records of all training. Records must be kept for a minimum of five years after an employee ceases to be employed by the Authority.

REVIEW OF EFFECTIVENESS

1. At least annually, at the November meeting, the WHSC shall discuss and evaluate the effectiveness of this program.
2. The results of this annual program review, including any recommendations for improvement, shall be noted in the minutes of the WHSC meeting.