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<b>Title:</b>	Training Policy
<b>Adopted on:</b>	March 10, 2025
<b>Adopted by:</b>	City Manager
<b>Jurisdiction:</b>	Safety Coordinator
<b>Revision Date:</b>	March 10, 2025

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### 1. PURPOSE

The purpose of this policy is to ensure the provision of comprehensive and specialized health, safety and related training at all levels within the organization.

### 2. POLICY

The City of Weyburn is committed to providing and ensuring employee participation in health, safety and related training programs to minimize human and physical resource losses. This training will encompass but is not limited to the following areas:

#### 2.1 Safety Orientations

Safety orientations are mandatory for all newly hired personnel before commencing work. Orientation sessions will be conducted to familiarize employees with workplace hazards, emergency procedures, and organizational safety policies.

#### 2.2 Job-Specific Training

Job-specific training will be provided at the time of hire, for new or modified job roles, when workers are relocated to a different site or location, whenever new tools, equipment, or processes are introduced, or in the event of technological changes. During training, instructors shall review Safe Work Procedures or Practices, demonstrate tasks, and subsequently allow the students to perform the tasks.

#### 2.3 Safety Training for Supervisors and Management

Supervisors and management will receive training covering the following areas:

- Responsibilities for health and safety legislation
- Health and safety program elements
- Supervisor's role
- Hazard identification
- Risk assessment and control
- Inspections and incident investigation
- Emergency response
- Leadership skills

#### 2.4 Task and trade-specific training and certification

Employees will receive task and trade-specific training and certification as required by regulatory standards and industry best practices.

### **2.5 Site-specific safety meetings & annual City-wide safety meetings**

Regular site-specific safety meetings will be conducted to address site-specific hazards and reinforce safety protocols. Additionally, an annual city-wide safety meeting will be held to disseminate important safety information, discuss lessons learned from incidents, and reinforce organizational safety culture.

### **2.6 Specialized Safety and Related Training**

This includes, but is not limited to, the following examples:

- H2S Alive
- Standard First Aid and CPR
- WHMIS
- Confined Space Entry & Rescue
- Powered Mobile Equipment
- Fall Arrest
- Respiratory Protection
- Ground Disturbance

### **2.7 Refresher and update training**

Regular refresher and update training sessions will be conducted to ensure employees maintain proficiency and stay informed about changes in safety regulations and best practices.

### **2.8 Training Matrix**

Each role within the City of Weyburn will have a minimum standard of training detailed in the department Training Matrix.

## **3. POWERED MOBILE EQUIPMENT**

Powered Mobile Equipment (PME) is any self-propelled machine or a combination of machines, that is designed to manipulate or move materials or provide a work platform for workers. The City of Weyburn has multiple types of equipment that fall under this category: Front end loader, road grader, excavator, crawler tractor, skid steer, tractor, compaction equipment, Zamboni, mowers, pallet jack, forklift, toolcat, aerial lift and overhead crane.

### **3.1 Operators:**

Powered Mobile Equipment (PME) should only be operated by competent operators who have undergone PME training specific to each piece of equipment and hold a valid operator's certificate indicating competency.

### **3.2 Training:**

PME Training shall adhere to Part 11-2 and Table 11 of *The Occupational Health and Safety Regulations, 2020*, pertaining to the operation of specific types of Powered Mobile Equipment. Operators must demonstrate knowledge and competencies related to the equipment.

### **3.3 Inspections:**

Before operating any powered mobile equipment, pre-use inspections must be carried out. Prior to commencing operation, The City of Weyburn shall ensure that a comprehensive visual inspection of the

equipment and its surrounding area is conducted to guarantee no workers, including the operator, are endangered during startup. No worker shall start any powered mobile equipment until the inspection is completed.

### **3.3 Safety Specifications:**

For equipment with potential dangers to operators or other workers from falling objects or projectiles, The City of Weyburn shall ensure that suitable and adequate cabs, screens, or guards are installed. In cases where roll-over protective structures are fitted, The City of Weyburn shall ensure the equipment is equipped with:

- a) seatbelts for the operator and any other worker in or on the equipment while it is in motion; or
- b) shoulder belts, bars, gates, screens, or other restraining devices to prevent the operator and any other worker from being thrown outside the roll-over protective structures if a seatbelt is impracticable.

City of Weyburn shall ensure that the operator uses the seatbelt. No worker shall be transported on a vehicle or a unit of powered mobile equipment unless the worker is seated and secured by a seatbelt or other restraining device designed to prevent the worker from being thrown from the vehicle or equipment while it is in motion. The City of Weyburn shall ensure that every forklift is provided with a durable and clearly legible load rating chart and is equipped with a seatbelt for the operator if a seat is present. The operator of a forklift shall use the seatbelt.


### **3.5 Documentation:**

All training documentation shall be filed on the online server and SiteDocs for those using that platform and kept for the duration of the worker's employment with The City of Weyburn. All inspection and maintenance records will be retained in the office and online for at least one year after the equipment has been taken out of service and made readily available to the operator.

## **4. CONTINUOUS IMPROVEMENT AND COMPLIANCE**

This Safety Training Policy is applicable to all employees of The City of Weyburn and shall be reviewed at minimum every three years to ensure its effectiveness in maintaining a safe working environment. The City of Weyburn will continuously evaluate training programs, solicit feedback from employees, and update the policy as needed to reflect changes in regulations, industry standards, and organizational needs.

## 5. ORIENTATION CHECKLIST

		EMPLOYEE ORIENTATION			
<b>SECTION A – EMPLOYEE INFORMATION</b>					
Name:			Signature:		
Department:			Job Title:		
Address:					
City:		Province:	Postal Code:		
Date of Birth:		S.I.N.:			
Primary Phone #:		Provincial Health Card:			
Driver's Licence #:		Province:	Class:	Restrictions:	
Email Address:					
<b>SECTION B – EMERGENCY CONTACT INFORMATION</b>					
Contact #1 Name:				Relationship:	
Cell:		Home:	Work:		
Contact #2 Name:				Relationship:	
Cell:		Home:	Work:		
<b>SECTION C – ORIENTATION &amp; TRAINING</b>					
<b>Safety Orientation</b>	<input type="checkbox"/> Safety Orientation	<input type="checkbox"/> Safety Policy	<input type="checkbox"/> Duties of Employer	<input type="checkbox"/> Duties of Worker	
	<input type="checkbox"/> Workers' Rights & Responsibilities	<input type="checkbox"/> Incident Reporting	<input type="checkbox"/> Workplace Accommodation	<input type="checkbox"/> OHC Committees & Meetings	
	<input type="checkbox"/> Inspections	<input type="checkbox"/> PPE	<input type="checkbox"/> Hot/Cold Weather	<input type="checkbox"/> Vehicles & PME	
	<input type="checkbox"/> WHMIS	<input type="checkbox"/> Confined Spaces	<input type="checkbox"/> Safe Lifting	<input type="checkbox"/>	
<b>HR &amp; Payroll</b>	<input type="checkbox"/> HR Orientation	<input type="checkbox"/> HRIS Overview	<input type="checkbox"/> Benefits Overview	<input type="checkbox"/> Pension Overview	
	<input type="checkbox"/> Council	<input type="checkbox"/> Harassment Policy	<input type="checkbox"/> Fit for Duty	<input type="checkbox"/> Code of Ethics	
<b>PR &amp; COMM</b>	<input type="checkbox"/> Communications Orientation	<input type="checkbox"/> Media Relations Policy	<input type="checkbox"/> Social Committee Events	<input type="checkbox"/> Website Overview	
	<input type="checkbox"/> Weyburn Alerts	<input type="checkbox"/> COW HERD	<input type="checkbox"/> Branding Overview	<input type="checkbox"/> Eye On Water	
I have received the above orientations:			Signature:		
Name:					
<b>SECTION D – FORMS TO COMPLETE</b>					
<input type="checkbox"/> TD 1's	<input type="checkbox"/> Confidentiality Agreement	<input type="checkbox"/> Banking Information	<input type="checkbox"/> Leisure Pass Benefit		
<input type="checkbox"/> SGI Commercial Auto Auth Form	<input type="checkbox"/> SGI Abstract	<input type="checkbox"/> Respirator User Form	<input type="checkbox"/> Payroll Deduction Form		
<b>SECTION E – PAYROLL OFFICE USE ONLY</b>					
<input type="checkbox"/> HRIS	<input type="checkbox"/> Pension	<input type="checkbox"/> Benefits	<input type="checkbox"/> Tracking Spreadsheet		
<b>SECTION F – HUMAN RESOURCES OFFICE USE ONLY</b>					
<input type="checkbox"/> Offer Letter	<input type="checkbox"/> Criminal Record Check	<input type="checkbox"/> PIN Form	<input type="checkbox"/> Name Plate		
<b>SECTION G – SAFETY OFFICE USE ONLY</b>					
<input type="checkbox"/> Insurance Policy	<input type="checkbox"/> MySGI	<input type="checkbox"/> SiteDocs	<input type="checkbox"/> HR Downloads		
<input type="checkbox"/> SCOT Training	<input type="checkbox"/> Sask Safety Council	<input type="checkbox"/>	<input type="checkbox"/>		
<b>SECTION G – COMMUNICATIONS OFFICE USE ONLY</b>					
<input type="checkbox"/> Business Cards	<input type="checkbox"/> Photo (Staff ID Card)	<input type="checkbox"/> Email Signature	<input type="checkbox"/> COW HERD		