

Health and Safety Training and Competency

Date of Issue:	March 2025	Last Review Date:	March 2025
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PURPOSE
<p>The purpose of the Health & Safety Training and Competency program is to establish, implement, monitor and maintain a process for health and safety training and to establish worker competency.</p> <p>This program is intended to provide for legislative compliance and protection of the health and safety of all workers, students, volunteers and others in Trent University workplaces by ensuring:</p> <ul style="list-style-type: none"> • All new workers are required to complete the Mandatory New Employee Training Program through VIP on their first day of employment and before the assignment of work that may have the potential to place their health or safety at risk. • Job-specific health and safety training is provided prior to workers commencing specific jobs they have not previously performed that may have the potential to place their health or safety at risk. • Training is conducted by competent person(s). • Worker participation in health and safety orientation and job-specific health and safety training is documented as set out in this procedure and is readily accessible to those who require the information. • Job-specific health and safety training programs include written and/or practical evaluations which workers must successfully complete. • Regular evaluation and updating of health and safety orientation training and job-specific health and safety training programs.
OBJECTIVES
<p>The Health & Safety Training and Competency program will:</p> <ul style="list-style-type: none"> • Identify how Health & Safety training will be administered and managed. • Outline the assessment evaluation, monitoring and reassessment evaluation criteria, as necessary. • Identify required health and safety certification(s) and licenses to ensure that any person who performs a task has current certification(s) and licenses. • Identify provisions that ensure each of the above are conducted or administered by a competent person.
SCOPE
<p>This program applies to all persons doing work on behalf of Trent university, including any full-time, part-time, sessional, or casual workers, and third-party vendors.</p>

RELATED DOCUMENTATION	
<p>Internal</p> <p>Health and Safety Training and Orientation</p> <p>Employee VIP Training Module Guides</p> <p>Trent Health & Safety Training Record</p> <p>Worker - Health and Safety Awareness Training (Employee Portal in VIP)</p> <p>Supervisor - Health & Safety Awareness Training (Employee Portal in VIP)</p> <p>Health and Safety Orientation for Trent University (Employee Portal in VIP)</p>	<p>External</p> <p>Occupational Health and Safety Act</p> <p>O.Reg. 297/13: Occupational Health and Safety Awareness and Training</p>
DEFINITIONS AND ACRONYMS	
Competent Person	<p>Means a person who:</p> <ul style="list-style-type: none"> • Is qualified because of knowledge, training and experience to organize the work and its performance, • Is familiar with the OHSA and the regulations that apply to the work, and • Has knowledge of any potential or actual danger to health or safety in the workplace.
Constructor	Means a person who undertakes a project for an owner and includes an owner who undertakes all or part of a project by himself or by more than one employer.
Contractor	Means a person who undertakes a project for an owner and includes an owner who undertakes all or part of a project by himself or by more than one employer.
Employer	Means a person who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services.
Hazard	Anything (e.g., chemicals, moving vehicles, etc.) that can hurt any person (cause injury), make them sick (illness) or cause property damage.
Owner	Includes a trustee, receiver, mortgagee in possession, tenant, lessee, or occupier of any lands or premises used or to be used as a workplace, and a person who acts for or on behalf of an owner as an agent or delegate.
Prescribed	Means mandated by a regulation made under the Occupational Health and Safety Act to lay down, in writing or otherwise, as a rule or a course of action to be followed.

Supervisor	Means a person who has charge of a workplace or authority over a worker. Trent University recognizes supervisors as university workers who have a duty and effective power to ensure that one or more workers comply with the OHSA or safety related policies and procedures. The definition is not subject to factors such as job title, union affiliation or even employment status.
Student	A person enrolled in one or more courses at Trent University
Volunteer	A person that provides a service to the university but does not receive monetary compensation in exchange. Volunteers may receive time compensation, such as hours contributing to community service. Volunteers may be affiliated with the university (students), external organizations, or other external community members.
Worker	Means any of the following, but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program: <ul style="list-style-type: none"> • A person who performs work or supplies services for monetary compensation. • A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled. • A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, private career college or other post-secondary institution.
Workplace	Means any land, premises, location or thing at, upon, in or near which a worker works, i.e. where the academic and administrative activities of Trent University take place.

ROLES & RESPONSIBILITIES

Employer

Trent University's Board of Governors has delegated the responsibilities of Employer to the President and Vice-Presidents. The OHSA outlines Employer responsibilities, including:

- When appointing a supervisor, appointing a competent person.
- Provide sufficient resources to ensure timely and efficient implementation of Health and Safety training.
- Ensure that health and safety orientation and job-specific health and safety training programs are established.
- Provide joint health and safety committees within their area(s) of responsibility the opportunity to provide timely input into the development and updating of training programs; and the opportunity to assist in the delivery of such training programs.
- Ensure all training is conducted or administered by a competent person.
- Maintain legislative compliance regarding health and safety training obligations.

- Ensure the health and safety training program is reviewed on an ongoing basis to ensure that it is effective and all requirements are met.
- Taking every precaution reasonable in the circumstances for the protection of a worker.

Senior Management and Human Resources

- Establish job descriptions that outline competency and/or licensing requirements for positions within Trent University.
- Establish a process to ensure that people hired for a position meet required competencies and/or licensing requirements and that there is a plan in place to make sure they meet competencies.
- Ensure there is a process in place to assess training needs for employment positions. Ensure that there is a process in place to review, at regularly planned intervals, the competency and licensing requirements for positions within the organization.
- Ensure that all supervisory staff appointed demonstrate health and safety competency.
- Include occupational competency and licensing requirements in performance evaluations.
- Establish a process to maintain a record(s) of training for each worker for all training.
- Ensure that the training process takes into consideration the likelihood of exposure to the hazard each learner has.

Supervisors

The OHSA defines supervisor as “a person who has charge of a workplace or authority over a worker.”

The identification of a supervisor in the university workplace can be difficult as there are many unique positions that can attract supervisory duties, for example: Associate Vice-Presidents, University Secretary, Deans, Directors, Principals, University Registrar, University Librarian, Managers, Supervisors, Academic Chairs, and Principal Investigators.

Responsibilities of supervisors include:

- Ensure that all newly hired workers under their supervision and any workers who are at any point reassigned to their supervision, complete health and safety orientation and any required job-specific health and safety training, prior to a worker performing required tasks.
- Attend and / or be familiar with all health and safety training programs required by workers under their supervision.
- Understand the required competencies and licensing for those positions and/or roles that they supervise.
- Review, at regular intervals, what the training needs are for the positions that are under their supervisory control.
- Communicate to senior management the training needs, on an ongoing basis but at least annually.
- Apply the occupational health and safety knowledge acquired through training and other methods of communication to protect worker health and safety and ensure legislative compliance within their area of responsibility.
- Provide information, instruction and supervision to a worker to protect the health or safety of the worker through means of training.

- Monitor workers' performance to ensure the skills and knowledge are put into practice and for modifying training as needed.
- Monitor expiration of workers' training certificates, ensure recertification and retraining is completed as needed.
- When health and safety orientation and/or job-specific health and safety training is delivered by the supervisor, the supervisor will maintain training records to reflect training topic(s) and date either by updating internal department records or advising Health & Safety.

Workers

- Participate in all Trent University-required health and safety orientation and/or job-specific health and safety training courses.
- Undertake proficiency and certification tests, as required.
- Provide evidence of competencies such as licenses and certificates of completion as required.
- Maintain licensing as required.
- Utilize the information and skills acquired through orientation and job-specific training to protect their health and safety, the health and safety of others, and property.
- Advise their supervisor of additional training needs.

Joint Health and Safety Committee members

- When consulted, provide input for the development and updating of both health and safety orientation and job-specific health and safety training programs.
- Both management and worker members of joint health and safety committees should be encouraged and permitted to take part in the health and safety orientation.
- Review and make recommendations on the health and safety orientation and job-specific health and safety training programs within the area of their responsibility.

Volunteers

- Participate in all Trent University required health and safety orientation and/or task-specific health and safety training courses.
- Utilize the information and skills acquired through orientation and job-specific training to protect their health and safety.
- Advise their Trent University contact/supervisor of additional training needs.
- Following all workplace rules, policies, procedures as well as relevant legislation will on company property.

PROCEDURE

Establishing Health & Safety Competency

- Job descriptions will outline the competencies and/or licensing requirements for all positions within the organization.
- All position competencies and/or licensing requirements and health and safety responsibilities will be communicated upon hire and during orientation.

- A review of the worker and supervisor competencies will be done at regular intervals but at least annually during [Performance Reviews](#).
- Any changes in position/role competencies and/or licensing will be communicated in person, via email, or internal networks such as company intranet.
- Senior management is responsible for communicating any revisions to their worker and supervisor competencies and responsibilities.

Providing Health and Safety Training

- Health and Safety orientation training will be completed during on-boarding of a new worker, transferring worker, returning worker, or volunteer.
- All mandatory training can be accessed the "MyTraining" tab in the [Employee Portal in VIP](#)
- Mandatory Health and Safety training includes:
 - Health and Safety Orientation for Trent University;
 - Worker – Health & Safety Awareness OR
 - Supervisor – Health & Safety Awareness; and
 - Workplace Harassment Awareness
- Instructions for workers to access training modules in VIP can be found on the Human Resources website under [Training Module – Employees](#).
- Hazard-specific health and safety training will be arranged by the Supervisor as required. Examples of hazard-specific training available through VIP include:
 - Classroom Safety
 - Hand-Arm Vibration Syndrome
 - WHMIS
 - Hearing Conservation & Noise Induced Hearing Loss.
- Instructions for supervisors to assign training modules to workers in VIP can be found on the Human Resources website under [Training Module – Managers](#).
- Supervisors are to provide or arrange for job-specific safety training on hazards that are not available through the current modules in VISP (eg. safety training specific to a piece of equipment such as a table saw, or a hazardous substance) and to ensure a record is retained on file. See section below titled **Documenting Health and Safety Training** for instructions.
- For safety training that is received outside of Trent University or administered by a competent third party (eg. Working at Heights training), records of training will be submitted by the worker to their supervisor. Supervisors will ensure records of training are kept in VIP. See section below titled **Documenting Health and Safety Training and Competency** for instructions.
- Supervisor will conduct ongoing Job Performance Reviews and ensure they are retained. Resources for conducting Job Performances can be found on the Human Resources website under [Human Resources Services – Performance Management Tools](#)
- Supervisors will use the [Trent University Training Matrix](#) to assist in the determination of worker training needs. The matrix may be referred to at the beginning of work, during Job Performance Evaluations, or following a workplace incident.
- The Health and Safety Office, in consultation with the JHSC, will review the Health and Safety training program on a regular basis.

Documenting Health and Safety Training and Competency

- VIP is used for the documentation and tracking of both mandatory and job-specific health and safety training, as well as other certifications or licenses.
- For documentation and tracking of training completed outside of VIP (e.g., training administered by a competent third party or safety training administered by the Supervisor), certificates can be added to a worker's VIP profile.
- Supervisors can also create a training record using the [Health & Safety Training Record](#) available on the Health & Safety website.
- If a supervisor or worker requires help uploading a certificate of training or a license demonstrating competency to the worker's VIP profile, they can contact healthandsafety@trentu.ca and provide a copy of the certificate.

Recertification of Health and Safety Training

- Workers and supervisors should proactively monitor the status of certification and mandatory health and safety training and be aware of upcoming expiration dates.
- Upon expiration of a certificate, VIP will send an email to the worker advising that recertification is required.
- Recertification in the following mandatory health and safety training through VIP is required every 5 years:
- Health and Safety Orientation for Trent University
- Worker – Health & Safety Awareness OR
- Supervisor – Health & Safety Awareness
- Workplace Violence and Harassment
- Recertification for training provided by third parties should be arranged accordingly.

Incomplete Mandatory Health and Safety Training

Within the first month of each academic term (September, January, May), Health and Safety will export reports from VIP detailing workers with incomplete mandatory health and safety training. Upon identifying incomplete training, the Health and Safety Office will:

- Contact the worker directly via email, providing written notification of the requirement to complete outstanding mandatory training.
- If mandatory training remains outstanding 2 weeks after the initial written notification, the worker's supervisor will be contacted via email, advising of the worker's requirement to complete outstanding mandatory training.

Additionally, supervisors shall assess the status of worker's mandatory health and safety training during job performance evaluations. Supervisors can view worker's training statuses through VIP and should refer to the "[How to View Your Employees Required Training that is Missing](#)" for directions.

COMMUNICATION

Trent University will clearly communicate the Health and Safety Training and Competency program with all workers and supervisors. All workers should be able to readily access mandatory occupational health and safety training, both those delivered by Human Resources, by Supervisors, and by third parties.

Mechanisms to advise workers of available training programs should be developed and implemented. These mechanisms include, but are not limited to:

- Included in new worker Appointment Letter
- Posting on Trent University intranet
- Staff meetings
- All-worker emails from Human Resources

ADDITIONAL TRAINING

Supervisor Competency

- Trent University will ensure all managers/supervisors are competent persons under the Occupational Health & Safety Act. Any manager/supervisor who does not satisfy this requirement will be required to complete a manager/supervisor health and safety training program.

Joint Health & Safety Committee/Health & Safety Representative

- Trent University endeavors to certify all members of the Joint Health & Safety Committee. Joint Health & Safety Committee members will receive training as outlined in the Occupational Health & Safety Act (Basic Certification and Workplace Specific) or as otherwise deemed appropriate by Trent University.

EVALUATION

- The program will be reviewed regularly by Health and Safety in consultation with the JHSC.
- Managers and supervisors are responsible for the observation, monitoring and evaluation of compliance with health and safety practices as part of the performance evaluation.
- Any gaps will be identified and quality improvements will be made by Health and Safety in consultation with JHSC and stakeholders
- Any changes will be communicated to all workplace parties prior or during implementation.

RECORDS

Records of training completed through VIP will be maintained with a worker's file for the duration of their employment with Trent University.

HANGES TRACKING	
DETAILS OF CHANGES	DATE CHANGED