



TOWN POLICY

ADMINISTRATION POLICY: Safety Training Policy

DEPARTMENT: Safety

POLICY NUMBER: SA-156

EFFECTIVE DATE: January 11, 2017

SUPERSEDES: New

UPDATED: April 2, 2025

UP FOR REVIEW: April 2, 2028

The purpose of this policy is to:

Ensure that all employees receive adequate safety training.

1. Definitions

- (1) Department Head: the Chief Administrative Officer, Assistant Administrator, and employee of highest rank in the following departments: Electrical, Engineering, Golf, Office and Finance, Municipal Enforcement, Parks and Recreation, Public Works, and Water and Wastewater.

2. Guidelines

- (1) Safety meetings involving all employees will be held on a regular basis.
- (2) Responsibilities

ROLE	RESPONSIBILITIES
Employees (all)	<ul style="list-style-type: none">Complete position-specific training in accordance with subsection 2(3).
Department Head	<ul style="list-style-type: none">Arrange for and maintain record of training required for department employees
Safety Coordinator	<ul style="list-style-type: none">Recommend specific courses to meet the training requirements set out in subsection 2(3).Arrange for and maintain record of training required for:<ul style="list-style-type: none">Department HeadsTrained InvestigatorsHealth and Safety Committee MembersArrange for and maintain record of organization-wide first aid training





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(3) The Town will provide safety training for its employees as follows:

ROLE	TRAINING PROVIDED
Employees (all)	<ul style="list-style-type: none">• Standard Operating Procedures• Job and Task-specific training as assigned• Hazard assessment and identification• Impairment• Harassment• First aid
Department Head	<ul style="list-style-type: none">• Incident investigation• Supervisor responsibilities• Workplace inspections
Safety Coordinator	<ul style="list-style-type: none">• Health and Safety program compliance• Incident investigation• Supervisor responsibilities• Workplace inspections
Trained Investigator	<ul style="list-style-type: none">• Incident investigation
Health & Safety Committee Members	<ul style="list-style-type: none">• Health and Safety Committee responsibilities

REVISION HISTORY

Date	Description
January 11, 2017	New
April 27, 2023	Update Policy
April 2, 2025	Significant reformatting, clarify rolls and responsibilities

APPROVAL: *Jeff Shaw* **DATE:** *April 3, 2025*
Chief Administrative Officer, Jeff Shaw *(signed copy kept in CAO policy binder)*

