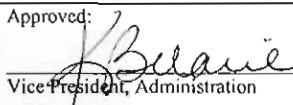
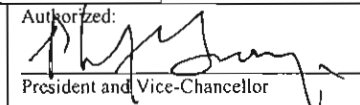
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Submitted: Risk Management Support Group	Approved:  Vice President, Administration	Authorized:  President and Vice-Chancellor

1 PURPOSE

- 1.1 To provide a structure to annually review the health and safety training needs program in the workplace.
- 1.2 To continually improve health and safety in the workplace.

2 SCOPE

- 2.1 All faculty, staff, students, volunteers and contractors involved in activities at any location approved by McMaster University.

3 RELATED DOCUMENTS


- 3.1 Occupational Health and Safety Act (OHSA) R.S.O. 1990.
- 3.2 Regulations under the Occupational Health and Safety Act.
- 3.3 McMaster University Workplace and Environmental Health and Safety Policy RMM#100
- 3.4 McMaster University Risk Management System RMM #101
- 3.5 McMaster University Risk Management Manual
- 3.6 The Workplace Safety and Insurance Act, 1997
- 3.7 Safety Orientation and Training Program RMM #300
- 3.8 Health and Safety Goals and Objectives Program RMM #323

4 DEFINITIONS

- 4.1 **Supervisor** - person who has charge of a workplace or authority over a worker.
- 4.2 **Worker** - person who performs work or supplies services for monetary compensation.

4.3 Acronyms:

- CJHSC - Central Joint Health and Safety Committee
 - EHS - Employee Health Services
 - EOHSS - Environmental and Occupational Health Support Services
 - RMSG - Risk Management Support Group (EOHSS, Faculty of Health Sciences Safety Office, Employee Health Services, Senior Health Physicist, Parking and Security Services and Director of Workplace Health and Benefits)
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- IRS- Internal Responsibility System
- SMEG-Subject Matter Expert Group
- FHSc – Faculty of Health Science Safety Office

5 RESPONSIBILITIES

5.1 Role of Senior Management (Vice President Administration / Deans /Directors / Chairs / Managers)


Senior Management shall:

- Review health and safety trends in the workplace annually;
- Based on reports provided by EOHSS and EHS, determine training needs to establish yearly objectives for their continuous plan for health and safety performance;
- The yearly objectives should include an action plan with completion dates;
- Assign the office of EOHSS and Faculty of Health Science Safety office to coordinate health and safety programs as required;
- Provide the support and resources necessary to support the IRS and all relevant statutes required to implement and maintain health and safety training programs; and
- Reports to the Board of Governors concerning status and effectiveness of the workplace and environmental health and safety system.

5.2 Role of Supervisors

Supervisors shall:

- Participate in the review as required and assist with information gathering;
- Ensure that where required the risk analysis has been updated if any process changes occur or any new equipment is used;
- Communicate yearly objectives for health and safety to all workers as received from Senior Management;
- Ensure all workers have completed their required health and safety training before working with the hazard as per the training matrices located in the Safety Orientation and Training Program RMM #300;
- Provide specific health and safety training to their workers; and
- Retain a record of all health and safety training for workers under their supervision which includes: orientation, specific training and training provided by EOHSS and the FHSc as per the Risk Management Program #300.

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5.3 Role of Central Joint Health and Safety Committee:

The CJHSC shall:

- Participate in the review by discussing incident report summaries monthly;
- Make recommendations on any corrective actions as required; and
- Discuss health and safety training program effectiveness and make recommendations to Senior Management.

5.4 Role of Joint Health and Safety Committee:

The JHSC shall:

- Review incidents on a monthly basis; and
- Review content in health and safety programs as provided by EOHSS and the FHSc and make recommendations.

5.5 Role of EOHSS and FHSc:


EOHSS and FHSc shall:

- Receive a copy of all accident and incident reports;
- Discuss trends at RMSG meetings and make recommendations to senior management for new health and safety training programs;
- Organize and facilitate subject matter expert groups for program development and review as required;
- Define training requirements based on information reviewed by a subject matter expert group to include timeframes for training completion;
- Include in all training programs an evaluation and ensure the appropriate health and safety office will retain copies of training records; and
- Report new health and safety training programs to the CJHSC along with the Board of Governors on a regular basis.

5.6 Role of EHS:

EHS shall:

- Receive a copy of all accident and incident reports;
 - Report, as required, any work related injury of an employee to the Workplace Safety and Insurance Board;
 - Prepare monthly the incident summary reports for the CJHSC; and
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- Prepare accident and incident trend analysis and present to Senior Management and the Board of Governors on a regular basis.

5.7 **Role of Risk Management Support Group**

RMSG shall:

- Review incident report summaries and make recommendations to modify existing health and safety program training content; and
 - Review incident report summaries and make recommendations for new health and safety training programs or any additional training methods such as printed materials such as posters and handout materials.
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