**TRAINING, AWARENESS AND COMPETENCY POLICY**

1. **Introduction**[Company name] provides information, instruction, training, supervision, and facilities that are necessary to ensure the health, safety, and welfare of workers. [Company name] ensures that workers, and particularly supervisors and members of management, are familiar with health or safety hazards that may be met by them in the workplace.
2. **Scope**[Company name] has a training schedule for orienting and training supervisors and workers and will be responsible to ensure all workers, particularly supervisors, are familiar with potential hazards in the workplace. It is essential for supervisors to have the education and training required to meet these duties and responsibilities. An effective education and training program will ensure supervisors know their roles and responsibilities, in due diligence, in establishing and maintaining a healthy and safe work environment.

	1. Workers shall use personal protective equipment and safety devices for their protection in accordance with the instructions for use and training provided with respect to the devices and equipment. [Company name] will ensure that appropriate systems are in place to ensure safety procedures are followed at all workplaces.
	2. [Company name] will ensure that employees are competent to perform tasks that may impact health and safety in the workplace. Competence shall be defined in terms of appropriate training and/or experience. [Company name] shall establish and maintain procedures to ensure that its employees working at teach relevant function and level are aware of:
		* The importance of conformance to the Health & Safety Policies, as outlined in the Health & Safety Policies Manual;
		* The consequences, actual or potential, of their work activities and the health and safety benefits of improved personal performance;
		* Their roles and responsibilities in achieving conformance to the health and safety policy, including emergency preparedness and response requirements; and
		* The potential consequences of departure from specified operating procedures. Training procedures shall take into account differing levels of responsibility, ability, literacy, and risk.
	3. Safety orientation training shall be provided to all new employees. Additional training will be provided for employees as required, based on job responsibilities or risks associated with required work tasks. If any member of [Company name]’s team feels that he/she could benefit from specific safety training in addition to training that has been assessed as relevant by [Company name], they should request such training from their immediate supervisor.
3. **Training Schedule and Delivery**
	1. All employees shall receive safety training appropriate to their position, as well as risks to which they are exposed to as part of their job function.
	2. It is the responsibility of the employee’s immediate supervisor or manager to ensure that the employee completes the safety training identified in the safety training plan. It is the responsibility of the employee’s immediate supervisor to ensure that employees attend training programs when enrolled.