

**TOWN OF MIDDLETON
CODE E - OCCUPATIONAL HEALTH & SAFETY**

Subject: Training

Number: 2.1

Coverage: Staff, OH&S, & Council,

Approved by: OH&S, Council, & CAO

Effective Date: August 10, 1998

Revision Date: March 5, 2007; June 2, 2014; February 20, 2018

Policy Statement

- The following policy outlines the required training for all Town employees to minimize losses of human and physical resources of the Town.

Objectives

- 1) Employees shall participate in all safety training relevant to their required duties provided by the town including, but not limited to, the following:
 - a) new employee safety and organization orientation;
 - b) safety training according to the Occupational Health and Safety Act and Regulations;
 - c) First Aid and CPR;
 - d) PPE training as required; and
 - e) job specific training.
- 2) There will be 26 tool box meetings per annum conducted and documented by the Department of Public Works. All other departments will conduct and document tool box meetings quarterly.

References

Province of Nova Scotia - *Occupational Health and Safety Act.*

Previous Policies

The previous policy "Town of Middleton Training Policy" amended on June 2, 2014 is hereby amended.

Certification

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 20th day of February 2018.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this 22nd day of February 2018.

1. Seven (7) Day Notice: February 5, 2018
2. Council Approval: February 20, 2018 *

Effective date of the Policy unless otherwise specified in the text of the Policy.


FOR Rachel L. Turner
Chief Administrative Officer