

## *Section 8*

# *Training and Supervision Program*

- 8.10 Occupational Health and Safety Training
- 8.20 Training Requirements for Employees, Students and Volunteers and Training Checklist Forms
- 8.30 Supervision of Employees and Enforcement of Rules and Practices

**Nova Scotia Departments of Agriculture and Fisheries and Aquaculture  
Occupational Health and Safety Program**

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**Program Element: OCCUPATIONAL HEALTH AND SAFETY TRAINING**

**Reference: Occupational Health and Safety Act  
Section (1) (c)  
Section (2) (a)**

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## **INTRODUCTION**

The Nova Scotia Departments of Agriculture and Fisheries and Aquaculture is committed to providing occupational health and safety information and training to employees, students and volunteers so that they will perform their job in a competent manner.

Employees will participate in training programs and use this training to work safely. Staff will only perform duties for which they have been trained.

Departmental training programs and courses will be timely, current and on-going in nature.

## **PURPOSE**

Training programs for the Nova Scotia Departments of Agriculture and Fisheries and Aquaculture are given to increase staff knowledge of health and safety, prevent personal injury and damage to equipment and property.

## **ACCOUNTABILITY**

Directors and supervisors must ensure that staff training needs are identified and that appropriate training is provided, evaluated and recorded.

Training is an essential part of the orientation of an employee. Training and safety are elements of performance management and are a part of an employee's performance appraisal.

## **TRAINING GUIDELINES**

1. Training is a required component of the Nova Scotia Departments of Agriculture and Fisheries and Aquaculture Occupational Health and Safety Program and includes both formal and informal learning sessions.
2. Directors and supervisors must ensure that their staff have the required education and training to do the job.
3. A Department-wide needs assessment for occupational health and safety training is

completed yearly and may include:

- a) input from JOHSC members
  - b) a review of incident reports
  - c) employee requests
  - d) a review of government regulations affecting occupational health and safety
  - e) follow up from Program and Course evaluation comments and issues
4. A written training plan is developed yearly based on the needs identified.
  5. JOHSC members will review the training plan yearly. The review of the training plan will be recorded and maintained by the JOHSC.
  6. All training courses are evaluated by the staff of the Departments and these evaluations are reviewed by the JOHSC members.
  7. The Departments have an orientation program that includes, but is not limited to, information on:
    - a) The Occupational Health and Safety Act and Regulations
    - b) Agriculture and Fisheries and Aquaculture Departmental Program
    - c) The Right to Refuse
    - d) Emergency procedures
    - e) Personal protective equipment
    - f) Incident reports
  8. All full time, casual and term employees along with all students and volunteers will receive an orientation to the Departments' Occupational Health and Safety Program. The orientation program must be documented and filed for reference.

Supervisory due diligence at all levels of the organization is necessary and involves job coaching, performance feedback, training and discipline in health and safety.
  9. Where practical, occupational health and safety training will be co-ordinated with the Public Service Commission.
  10. A centralized system for tracking training is established for the Departments. Directors are responsible to ensure that employees receive occupational health and safety training, that training in occupational health and safety is reported to the OHS Administrator and that employees use this training to work in a safe and healthy manner.
  11. Every September, Directors will receive a list of Occupational Health and Safety related courses that their staff have taken.
  12. It is the responsibility of Directors to maintain, on file, an Occupational Health and Safety Training checklist (Form 8.1 to 8.3) for each employee, student and volunteer.

**Nova Scotia Departments of Agriculture and Fisheries and Aquaculture  
Occupational Health and Safety Program**

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**Program Element: TRAINING REQUIREMENTS FOR EMPLOYEES, STUDENTS AND VOLUNTEERS**

**Reference: Occupational Health and Safety Act  
Section (1) (c)  
Section (2) (a)**

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**INTRODUCTION**

The following list outlines the minimum mandatory training requirements for all staff, students and volunteers working at the Nova Scotia Departments of Agriculture and Fisheries and Aquaculture. Courses and programs are listed as Mandatory, Recommended or Advisory according to the requirements under the Occupational Health and Safety Act.

## Training Requirements

Course/Program	Managers, Supervisors	JOHSC Members	Staff, Students, Volunteers
1. Introduction to Occupational Health & Safety	M	M	M
2. WHMIS	M	M	M
3. First Aid (as applicable)	M	M	M
4. Defensive Driving (as applicable) *			M(students)
5. Transportation of Hazardous Goods (as applicable)	M	M	M
6. JOHSC Training (as applicable)	M	M	
7. Hazard Identification	M	M	
8. Workplace Inspections	M	M	
9. Incident Investigations	M	M	
10. OHS for Managers and Supervisors	M		

\* All students must take a Defensive Driving course in order to be eligible to drive a government vehicle. Staff members involved in a motor vehicle accident, with a government motor vehicle, may be required to take a Defensive Driving course.

Employees and Supervisors are also required to understand all applicable written work practices or procedures.

Employees and supervisors may also be required to take additional training or education courses that apply to specific jobs or tasks.

**Nova Scotia Departments of Agriculture and Fisheries and Aquaculture**

**EMPLOYEE OCCUPATIONAL HEALTH AND SAFETY TRAINING CHECKLIST  
- for Staff, Students and Volunteers -**

*To be prepared by supervisors and employees together.*

**Name:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Office Location:** \_\_\_\_\_

	<b>Staff, Students, Volunteers</b>	<b>Date Taken</b>	<b>Expiry Date</b>	<b>Re-certification Date</b>	<b>Expiry Date</b>
1. OHS Act, Policy, Program					
2. WHMIS	M				
3. First Aid (as applicable)	M				
4. Defensive Driving (as applicable)	R				
5. Fire Safety	M				
6. Fall Arrest (as applicable)*	M				
7. Confined Space (as applicable)**	M				
8. Transportation of Hazardous Goods (as applicable)	M				
9. Water Safety (as applicable)	M				
10. JOHSC Training	A				
11. Hazard Identification	R				
12. Workplace Inspections	A				
13. Incident Investigations	A				
14. Handling Complaints and Refusals	A				
15. Monitoring and Records Management	A				
16. Safe Work Procedures / Practices (as applicable)	M				
17. Occupational Health and Safety Regulations	M				
18. Due Diligence	R				
19. Office Safety	R				

## Nova Scotia Departments of Agriculture and Fisheries and Aquaculture

**EMPLOYEE OCCUPATIONAL HEALTH AND SAFETY TRAINING CHECKLIST**  
**- for Staff, Students and Volunteers -**

*To be prepared by supervisors and employees together.*

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ Office Location: \_\_\_\_\_

Additional Courses Taken	Date Taken	Expiry Date	Re-certification Date	Expiry Date

\* **Job requires work over 10 ft. Fall Arrest Training Required.**

\*\* **Job involves work in an enclosed or partially enclosed space not designed for continuous human occupancy with restricted access or egress. Confined Space Training required.**

All Occupational Health and Safety courses taken must be reported to \_\_\_\_\_  
 by the employee.

\_\_\_\_\_  
**Supervisor**                                  **Employee**                                  **Date**

\_\_\_\_\_  
**Supervisor**                                  **Employee**                                  **Date**

\_\_\_\_\_  
**Supervisor**                                  **Employee**                                  **Date**

\_\_\_\_\_  
**Supervisor**                                  **Employee**                                  **Date**

**This form must be kept with the divisional employee personnel file and reviewed annually by the supervisor and employee during performance appraisal.**

**Nova Scotia Departments of Agriculture and Fisheries and Aquaculture**  
**EMPLOYEE OCCUPATIONAL HEALTH AND SAFETY TRAINING CHECKLIST**  
**- for JOHSC Members and Alternates -**

*To be prepared by supervisors and employees together.*

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ Office Location: \_\_\_\_\_

	JOHSC Members & Alternates	Date Taken	Expiry Date	Re-certification Date	Expiry Date
1. OHS Act, Policy, Program	M				
2. WHMIS	M				
3. First Aid (as applicable)	M				
4. Defensive Driving (as applicable)	A				
5. Fire Safety	M				
6. Fall Arrest (as applicable)*	M				
7. Confined Space (as applicable)**	M				
8. Transportation of Hazardous Goods (as applicable)	M				
9. Water Safety (as applicable)	M				
10. JOHSC Training	M				
11. Hazard Identification	M				
12. Workplace Inspections	M				
13. Incident Investigations	M				
14. Handling Complaints and Refusals	M				
15. Monitoring and Records Management	M				
16. Safe Work Procedures / Practices (as applicable)	M				
17. Occupational Health and Safety Regulations	M				
18. Due Diligence	M				
19. Office Safety	R				

**Nova Scotia Departments of Agriculture and Fisheries and Aquaculture**





**Nova Scotia Departments of Agriculture and Fisheries and Aquaculture**  
**EMPLOYEE OCCUPATIONAL HEALTH AND SAFETY TRAINING CHECKLIST**  
**- for Managers and Supervisors -**

*To be prepared by supervisors and employees together.*

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ Office Location: \_\_\_\_\_

	Managers and Supervisors	Date Taken	Expiry Date	Re-certification Date	Expiry Date
1. OHS Act, Policy, Program	M				
2. WHMIS	M				
3. First Aid (as applicable)	M				
4. Defensive Driving (as applicable)	R				
5. Fire Safety	M				
6. Fall Arrest (as applicable)*	M				
7. Confined Space (as applicable)**	M				
8. Transportation of Hazardous Goods (as applicable)	M				
9. Water Safety (as applicable)	M				
10. JOHSC Training	R				
11. Hazard Identification	M				
12. Workplace Inspections	M				
13. Incident Investigations	M				
14. Handling Complaints and Refusals	M				
15. Monitoring and Records Management	M				
16. Safe Work Procedures / Practices (as applicable)	M				
17. Occupational Health and Safety Regulations	M				
18. Due Diligence	M				
19. Office Safety	R				

**Nova Scotia Departments of Agriculture and Fisheries and Aquaculture**

**EMPLOYEE OCCUPATIONAL HEALTH AND SAFETY TRAINING CHECKLIST  
- for Managers and Supervisors -**

*To be prepared by supervisors and employees together.*

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ Office Location: \_\_\_\_\_

Additional Courses Taken	Date Taken	Expiry Date	Re-certification Date	Expiry Date

\* **Job requires work over 10 ft. Fall Arrest Training Required.**

\*\* **Job involves work in an enclosed or partially enclosed space not designed for continuous human occupancy with restricted access or egress. Confined Space Training required.**

All Occupational Health and Safety courses taken must be reported to \_\_\_\_\_ by the employee.

_____ Supervisor	_____ Employee	_____ Date
_____ Supervisor	_____ Employee	_____ Date
_____ Supervisor	_____ Employee	_____ Date
_____ Supervisor	_____ Employee	_____ Date

**This form must be kept with the divisional employee personnel file and reviewed annually by the supervisor and employee during performance appraisal.**

**Nova Scotia Departments of Agriculture and Fisheries and Aquaculture  
NEW EMPLOYEE OCCUPATIONAL HEALTH AND SAFETY  
ORIENTATION CHECKLIST**

**FOR SUPERVISORS/MANAGERS/DIRECTORS TO COMPLETE (and retain on file).**

**Sections A and B should be completed within the first two weeks of employment. Section C should be completed within the first month of the appointment date.**

**Employee:** \_\_\_\_\_ **Appointment Date:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

- | <b>A</b> | <b>Have you reviewed with the employee?</b>        | <b>Check on Completion</b> |
|----------|--|----------------------------|
| ▶        | The OH&S Act                                       | <input type="checkbox"/>   |
| ▶        | The OH&S Corporate Policy                          | <input type="checkbox"/>   |
| ▶        | Applicable Regulations such as First Aid and WHMIS | <input type="checkbox"/>   |
| ▶        | Employee Rights and Responsibilities?              | <input type="checkbox"/>   |
| ▶        | JOH&S Committees - Roles and Responsibilities      | <input type="checkbox"/>   |

Date Completed: \_\_\_\_\_

**B Have you ensured the employee understands?**

- |   |  |                          |
|---|--|--------------------------|
| ▶ | The hazards of the job and the workplace and the corresponding protective measures | <input type="checkbox"/> |
| ▶ | General safety rules   | <input type="checkbox"/> |
| ▶ | Applicable Safe Work Procedures / Practices  | <input type="checkbox"/> |
| ▶ | Methods of reporting health and safety concerns, accidents and incidents           | <input type="checkbox"/> |
| ▶ | Fire evacuation, fire safety, security, emergency procedures                       | <input type="checkbox"/> |
| ▶ | The equipment and machines used in the workplace                                   | <input type="checkbox"/> |

Date Completed: \_\_\_\_\_

**C Have you arranged any relevant and required training?**

- ▶ Specific to the duties of the job: \_\_\_\_\_

Yes  No  Date \_\_\_\_\_

**D Specific to the Act and Regulations**

- ▶ Emergency First Aid, where applicable    Yes     No     Date \_\_\_\_\_
- ▶ Orientation to the Act    Yes     No     Date \_\_\_\_\_
- ▶ Orientation to the NSDAF    Yes     No     Date \_\_\_\_\_
- ▶ WHMIS    Yes     No     Date \_\_\_\_\_
- ▶ Other (specify) \_\_\_\_\_

**FOR EMPLOYEE TO COMPLETE**

The items checked on this employee OH&S orientation checklist have been discussed with me. I have had the opportunity to ask questions and they have been answered to my satisfaction. I know where to go for further information. I agree to follow the instructions I have been given as a condition of employment with the Departments of Agriculture and Fisheries and Aquaculture.

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**

*Copies to: Human Resources, CSU*

**Nova Scotia Departments of Agriculture and Fisheries and Aquaculture  
Occupational Health and Safety Program**

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**Program Element: SUPERVISION OF EMPLOYEES AND ENFORCEMENT OF RULES  
AND PRACTICES**

**Reference: Corporate Policy  
Section 5.3.6**

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## **INTRODUCTION**

The NS Government Policy states that managers and supervisors are responsible to supervise employees and audit Corporate OH&S work processes to ensure that employees work in the manner and with the protective devices, measures and procedures required.

## **SUPERVISOR'S RESPONSIBILITY**

Supervisors play a vital role in protecting the health and safety of employees. At the Nova Scotia Departments of Agriculture and Fisheries and Aquaculture, Supervisors are most familiar with their operations and the hazards of their operations. As well, Supervisors have face to face contact with employees and should be aware of concerns and hazards as they arise. As a result it is essential that Supervisors carry out their occupational health and safety duties with care and due diligence, support the program and encourage employees to support the program. An occupational health and safety training form and orientation form must be completed on all employees to ensure that employees are aware of Occupational Health and Safety at the Nova Scotia Departments of Agriculture and Fisheries and Aquaculture.

Supervisors are responsible to familiarize new employees with the information and procedures necessary to protect their health and safety, by:

- 1.1 identifying any known or foreseeable hazard in the workplace
- 1.2 reviewing emergency evacuation procedures
- 1.3 reviewing the NSDAF Occupational Health and Safety Program
- 1.4 outlining the process for reporting hazards and hazardous occurrences
- 1.5 pointing out the Occupational Health and Safety Bulletin Board
- 1.6 identifying where to find the First Aid equipment
- 1.7 identifying where to find the fire extinguishers and fire escape routes
- 1.8 identifying the Joint Occupational Health and Safety Committee members
- 1.9 discussing how to protect their own, and others, health and safety
- 1.10 reviewing the Occupational Health and Safety Act

## **2.0 EMPLOYER DUE DILIGENCE**

Employers to be duly diligent in their safety responsibilities for employees, must ensure that

Supervisors conduct observations and consultations with employees to ensure that work is carried out safely and that hazards are identified and eliminated, or controlled. The Departments will include pro-active and effective supervision of employee safety in the yearly performance appraisal of Managers/Supervisors. Supervisors are expected to be fair and objective when monitoring workplace safety.

## **NEW EMPLOYEES**

New employees are more prone to accidents in the workplace than more experienced workers. Supervisors must provide all new employees with appropriate training and ongoing supervision related to their health and safety in the workplace. An orientation checklist for the supervision of new employees will be completed by the Supervisor. New employees will be observed and assisted for a specific period of time by the Supervisor or a competent employee. The degree of supervision will depend on the new employees experience and previous training, as well as, the hazards related to their job.

## **SPECIAL ARRANGEMENTS**

Where an employee works from another location or is working alone after hours, special arrangements for their supervision must be made. These arrangements may include periodic monitoring, pre-arranged telephone calls, a buddy system and/or visits by the Supervisor. Employees will also have Safe Work Procedures/Practices to follow, including how to summon assistance in an emergency.

## **DISCIPLINE**

If an employee deliberately or repeatedly disregards their health and safety duties and responsibilities, under the Act, disciplinary action may be taken, up to and including termination of employment. (Management Manual #500)