



Meeting the challenge of change through training

“Training From the Top Down”

It has been common industry practice over the years to provide safety training only to the workers on the floor that operate the equipment. The end result of this training is that it dissipates very quickly and the worker reverts back to their known work practices, which can put them more at risk of an accident.

The Regulation defines “Competent” as; ***in relation to a worker, means adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or only a minimal degree of supervision.***

All employers and their *supervisory representatives are responsible for monitoring workers at a frequency that ensures workers are working in accordance with learned safe work practices. To ensure worker competency, employer representatives need to monitor workers performing these safe working practices. Best practice dictates that this monitoring (observations/internal audits) be programmed or incidental and be documented. This documentation should be at frequency that satisfies external scrutiny such as regulatory authorities and corporate auditors. To be able to apply the *test, employer representatives need to have a level of safe work practice competency.

Best practice then also dictates that the employer’s representative be competent in the safe work practice. The best way to attain that competency is that they too attend the same training as their workers. In that way the employer’s representative can apply the safe work practice criteria as a part of their programmed or incidental observations.

*supervisory- includes all foremen, lead-hands and designated operators, who report their findings to the supervisor and HSE personnel, who also need to attend the same safety training.

*test- auditing to ensure workers are working in accordance to safety training received.

The safety training in itself is only a very small part of the due diligence for compliance requirement in accordance to Bill C45 section of the Canadian Criminal Code. It is far more critical to be able to prove the company has done everything ***“reasonably practicable”*** to prevent an incident or accident. These records are documented proof such as checklists, daily operator logbooks, internal audit results for monitoring, etc.

To date corporate Health & Safety programs include everything related to safety for workers on the worksite. However when it comes to safety training provided for workers this information is not normally included in the corporate H&S program and is maintained separately.



ACTi'S ***“Supervisor Course”*** teaches how to link the corporate H&S program's ***“Training Element”*** for all the safety training provided to workers. This program already contains a policy, objective and procedure for developing, documenting, implementing, and monitoring the program. Therefore rather than duplicating documentation, just include applicable instructions for safety training received. For example; required daily operations, inspections, and the instructions for monitoring workers continued safe work practices. This will ensure all safety training provided for workers is equally monitored and maintained the same as the H&S program.

ACTi has designed a ***“Daily Operator Logbook”*** that includes the checklist for the instructions that will developed by the corporate H&S team. This is the reason for training applicable supervisory & HSE personnel prior to workers. As they have the knowledge and experience to assist during the documentation process and the authority to provide required approvals. With the documentation completed in the H&S program and training only the applicable personnel mentioned above you could very easily have everything approved and implemented with six to eight week period. Now you are ready to begin training for all other applicable personnel. This is what we mean by ***“Training from the Top Down”***.

Culture Change

- Workers continuously working in compliance to safety training received.
- Noticeable reduction of 10% more in related non-tangible costs in the first year. For example; accidents, injuries, breakdowns do to misuse and abuse of equipment, expensive repairs, loss of production per hour can very easily be the most expensive, insurance, WCB rates, etc.
- These same processes can easily be applied for every type of safe training the company provides.

Worker “Competency” Achieved

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