SECTION G - SAFETY EDUCATION AND TRAINING

Safety education and training raises the employee's level of safety awareness and also provides the City with an opportunity to demonstrate its concern for the welfare of employees.

Types of Training

A. Introductory. All new or transferred employees will be told of their responsibilities under the Loss Prevention Management Program and be given a copy of the work rules. When the supervisor who conducts the training is confident that the employee understands the rules, the employee and supervisor will sign a form indicating the date and what was included in the training, and the form will go into that employee's personnel file.

B. Specific (On-the-Job). Employees will be instructed by the supervisor in the proper method of performing each job, the hazards associated with it, the required personal protective equipment, and any necessary emergency procedures. This will be done as required by the work rules, when changes in the job occur, or whenever deemed necessary by the supervisor.

C. Follow-Up. When the supervisor identifies the need, follow-up training will be conducted. At a minimum, this training will be provided to all employees after an accident or incident or when the job or procedures have changed.

Recordkeeping Guidelines

A. Introductory training will be documented in the employee's training file.

B. Documentation of training provided for specific tasks (for example, proper shoring techniques) is strongly recommended. It can consist of a brief description of the training, the date, the instructor's name, and a list of those attending. The supervisor should keep these lists. A copy of the list also should be kept in the Human Resources Department. The City of Claremont complies with all OSHA Standards.