


<b><i>HEALTH AND SAFETY MANUAL</i></b>		
Title: Training Policy		
Approved by: Greg Savoy		Rev. 1/6/12

1 Purpose/Scope:

The purpose of this policy is to set out specific procedures to ensure quality training and development of employees. This policy provides for the:

- Identification and documentation of specific employee training needs via the training matrix.
- Investigation and approval of specific training programs.

This policy applies to all of the Company's programs. The Company is committed to ensuring that all employees are trained and resourced to achieve the Company's mission and objectives. The policy aims to achieve this objective by linking training and development to a formal supervision process and performance based appraisal system by promoting sound working practices.

2 Procedures:

The following procedures are to be implemented to ensure that the Company meets its policy objective of ensuring that all employees are trained and resourced to achieve the Company's mission and objectives. The Company will:

- 2.1 Establish a formal New Hire Orientation for new employees.
- 2.2 Organize necessary basic training for all Company employees in accordance with OSHA requirements.
- 2.3 Identify further training and development opportunities.
- 2.4 Identify management training opportunities.
- 2.5 Encourage and utilize industry provided training programs wherever feasible.
- 2.6 Ensure that training opportunities are properly researched and promptly approved.
- 2.7 Maintain an Employee Training Matrix for employees.

- 2.8 Make provision for staff training and development in the annual budget of the Company.
- 2.9 Periodically employees may be asked to complete a TRAINING EVALUATION FORM (see APPENDIX A).
- 2.10 Promptly investigate, remedy and document any employee grievance regarding training and development.

3 Performance Standards:

The following performance standards must be met to ensure that the procedures specified in Section 2 above are implemented effectively:

- 3.1 All new employees are made aware of the Company's Policy on Employee Training and Development and a copy of the policy is posted on the Company's website.
- 3.2 Actions taken when an employee fails to demonstrate skills and knowledge include:
  - a. retraining on topic and
  - b. retested/re-assessed.

Employee cannot perform duties until successful completion of training.
- 3.3 New employees have successfully completed the New Hire Orientation training.
- 3.4 Training and development activities identified in the training matrix must be completed within the first 6 months after hire.
- 3.5 Employee training and development records have been maintained and updated for Company employees.
- 3.6 Any grievances that have been lodged have been addressed in a timely manner.

This policy will be reviewed on a two yearly basis. However, if at any time the policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.

4 References:

None

5 Exhibits:

Appendix A - Training Evaluation Form

APPENDIX A

# TRAINING EVALUATION FORM

Trainer: \_\_\_\_\_

Class Title: \_\_\_\_\_ Employee Name: \_\_\_\_\_

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

I am a:  Supervisor  Field Mechanic  Shop Mechanic

Please indicate your impressions of the items listed below.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The training met my expectations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. I will be able to apply the knowledge learned.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The training objectives for each topic were identified and followed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The content was organized and easy to follow.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The materials distributed were pertinent and useful.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The trainer was knowledgeable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The quality of instruction was good.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. The trainer met the training objectives.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Class participation and interaction were encouraged.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Adequate time was provided for questions and discussion.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. How do you rate the training overall?					
Excellent	<input type="radio"/>				
Good		<input type="radio"/>			
Average			<input type="radio"/>		
Poor				<input type="radio"/>	
Very poor					<input type="radio"/>

10. What aspects of the training could be improved?

11. Other comments?

**THANK YOU FOR YOUR PARTICIPATION!**