
Procedure Title: Safety Training Policy
Policy: 3900-04
Adopted: May 21, 2024
Amended:



POLICY STATEMENT

To establish the principles governing Employee safety training at the Village of Mannville.

BACKGROUND

Designed to minimize losses of human and physical resources of the Village of Mannville.

OBJECTIVE

To ensure Employees are provided with the necessary on-the-job training required for their position within the organization.

DEFINITIONS

“**CAO**” is the Chief Administrative Officer for the Village of Mannville in the Province of Alberta.

“**Employee**” is a full-time permanent Employee of the Village of Mannville in the Province of Alberta.

“**Employer**” is the Village of Mannville in the Province of Alberta.

“**Village**” is the Village of Mannville in the Province of Alberta.

GUIDING PRINCIPLES

This policy applies to all Village of Mannville Employees and is subject to the terms set forth below:

- The following training will be provided to Employees, including but not limited to:
 - New hire safety training orientation;
 - Job specific training;
 - Safety training;
 - Standard First Aid Training;

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- Task and Trade-specific training and certification;
 - Specialized training; and/or
 - Equipment operating training and certification.
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- Once training is provided, the Village of Mannville will ensure employees are provided with the opportunity to renew their certification prior to expiry.

 - Under no circumstances are Employees permitted to partake in activities or carry out tasks for which they have not received the proper training and/or certification.

END OF POLICY