



## Health & Safety Program Safety Training Directive

<b>Procedure No.:</b> C – 4.10	<b>Council Resolution No.:</b> N/A
<b>Department:</b> All	<b>Authority:</b> CAO
<b>Effective Date:</b> 5/12/2005	<b>Revision Date:</b> April 18, 2018
<b>Review Date:</b> April 2021	<b>Repealed Date:</b>
<b>Supersedes:</b> N/A	
<b>Related Policy No.:</b> C-4	
<b>Related Policy Name:</b> Health and Safety Policy	

### Purpose

The purpose of safety training is to ensure that all staff requiring it receive adequate safety training so that all workers, customers and Town of Taber facilities and equipment safety is maximized. It is the responsibility of the Town of Taber to make safety training a priority over all other types of training.

### Operating Guidelines

- 1) The Town of Taber provides;
  - Safety orientations for all new hires,
  - Job specific training required for tasks; and
  - Such other safety training as determined necessary
- 2) In addition, safety meetings involving all employees will be held on a monthly basis to ensure that a safe working environment is maintained by way of education and reinforcement.

\* The safety requirements of this directive do not take precedence over the Alberta Occupational Health and Safety Act, Regulation and Code. All employees should be familiar with the Occupational Health and Safety Act, Regulation and Code.

- 3) The principles included in this Directive apply to all Town employees.
- 4) It is the responsibility of the Chief Administrative Officer, and the Town’s Management team to ensure that the provisions of this directive are followed.

  
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 CHIEF ADMINISTRATIVE OFFICER

April 19, 2018  
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 DATE

