

## MANUAL OF ADMINISTRATION

<b>TOPIC:</b> HEALTH AND SAFETY	<b>SUBJECT:</b> Promotion / Transfer Orientation	<b>Code:</b> HS156
		<b>Date of Issue:</b> Apr 2005
		<b>Revised:</b> Apr 2007
		<b>Reviewed:</b> Sept 2009
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**PURPOSE:** To outline when training will need to be offered to staff for promotion or transfer.

1. All Front Line support staff will have received Health and Safety training that can be utilized in every support situation. Staff who transfer to another module or to support someone new will receive specialized training applicable to that module or person.
2. Staff being promoted to a supervisory position will receive training in:
  - The duties and responsibilities of a supervisor
  - Early and Safe Return to Work
  - Accident investigation (temporary appointments only if required)
  - WSIB related paperwork (permanent appointments only)
  - Workplace inspection (temporary appointments only if required)
  - Health and Safety spot checks.Training for the above will be arranged by the applicable supervisor.
3. All training will be documented, copied to Administration for filing, and periodically evaluated for effectiveness.