



POLICY – SA 25

SAFETY TRAINING

APPROVAL DATE:	2022-03-21	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):		REVIEW DATE:	2026

POLICY STATEMENT

To establish the rules governing Employee safety training at the Village of Marwayne.

BACKGROUND

Designed to minimized losses of human and physical resources of the Village of Marwayne.

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 Marwayne in the Province of Alberta.

Employee is a full-time permanent Employee of the Village of Marwayne in the Province of Alberta.

Employer is the Village of Marwayne in the Province of Alberta.

Village is the Village of Marwayne in the Province of Alberta.

GUIDING PRINCIPLES

This policy applies to all Village of Marwayne 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 orientation;
 - Job specific training;
 - Safety training;
 - Task and trade-specific training and certification;
 - Specialized training; and/or
 - Equipment operation training and certification.
- Once training is provided, the Village of Marwayne will ensure Employees are provided with the opportunity to renew their certifications prior to expiry.
- Under no circumstance are Employees permitted to partake in activities or carry out tasks for which they have not received the proper training and/or certification.



ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
HANDLING INQUIRIES & COMMUNICATING POLICY	Chief Administrative Officer
MONITORING REVIEWS AND REVISIONS	Administrative Assistant