
Monthly Safety Training Topic Schedule Policy

1.0 Policy Purpose & Scope

The purpose of this policy is to mandate a predictable, recurring monthly safety training topic schedule that ensures all workers receive ongoing, relevant hazard awareness and risk mitigation education. This policy applies to all full-time, part-time, temporary, and contract employees, as well as any visitors or subcontractors who may be exposed to workplace hazards. The core objective is to maintain a continuous learning culture, reduce incident rates, and demonstrate due diligence in worker training as required by provincial occupational health and safety legislation.

2.0 Regulatory Context & Compliance

This policy is driven by the following legislative requirements:

- (a) Workers Compensation Act, Part 3, Division 3 – Duty to provide instruction and training to workers;
- (b) WorkSafeBC Occupational Health and Safety Regulation (OHSR), Sections 3.22 to 3.25 – General training requirements and employer duties;
- (c) OHSR Section 3.23 – Requirement for a written training plan;
- (d) OHSR Section 3.24 – Records of training;
- (e) OHSR Section 3.25 – Worker responsibilities to participate in training. Compliance with these regulations is mandatory, and failure to adhere may result in regulatory penalties, increased insurance premiums, and liability exposure.

3.0 Roles & Responsibilities

Employer/Management:

- (i) Develop and approve the annual monthly safety training topic schedule; (ii) Allocate sufficient budget and resources for training delivery, including materials, instructors, and worker time; (iii) Ensure all supervisors and workers are notified of the schedule at least 30 days in advance; (iv) Review training effectiveness and update topics as hazards or regulations change.

Supervisors: (i) Schedule and coordinate the monthly training session for their crew, ensuring 100% attendance; (ii) Deliver or facilitate the training using approved materials; (iii) Document attendance and completion in the training management system; (iv) Follow up with any worker who misses a session to arrange a make-up.

Workers: (i) Attend all scheduled monthly training sessions; (ii) Actively participate and ask questions; (iii) Sign the attendance record; (iv) Apply the learned safety practices in daily work.

4.0 Program Execution & Procedures

The Monthly Safety Training Topic Schedule shall be executed as follows:

- (a) The Corporate Safety Director, in consultation with the Joint Health and Safety Committee (JHSC), shall develop an annual schedule of 12 distinct safety topics by December 1st of the preceding year.
- (b) Topics shall be selected based on:

(i) incident trend analysis, (ii) seasonal hazards, (iii) regulatory updates, (iv) new equipment or processes, and

(v) JHSC recommendations.

(c) Each monthly training session shall be a minimum of 30 minutes and may include toolbox talks, video presentations, hands-on demonstrations, or e-learning modules.

(d) Training materials must be standardized, reviewed for accuracy, and stored in a central repository (e.g., SafeDesk).

(e) Attendance shall be recorded using a standardized sign-in sheet or digital system, including date, topic, trainer name, and worker signatures.

(f) Any worker unable to attend the scheduled session must complete a make-up session within 10 business days, documented in the same manner.

(g) The schedule shall be posted in common areas and on the company intranet at least 30 days before the start of each month.

5.0 Review & Recordkeeping

Records of monthly safety training attendance and materials shall be retained for a minimum of 3 years from the date of training, or longer if required by specific regulatory standards (e.g., asbestos, confined space). The Corporate Safety Director is the custodian of all training records. The annual schedule and this policy shall be reviewed by the JHSC at least once per year, with any revisions approved by the Corporate Safety Director. Training effectiveness shall be evaluated annually through a combination of worker feedback surveys, incident rate analysis, and knowledge assessments. Updates to the schedule shall be communicated to all supervisors and workers no later than 30 days before the start of the new annual cycle.

Regulatory Disclaimer: This policy is a generic organizational template. The end-user assumes all liability for reviewing and adapting these protocols to meet specific provincial regulations (e.g., WorkSafeBC, OHSA) and corporate requirements prior to formal implementation.