

## MANUAL OF ADMINISTRATION

<b>TOPIC:</b> HEALTH AND SAFETY	<b>SUBJECT:</b> Promotion / Transfer Orientation	<b>Code:</b> HS156
		<b>Date of Issue:</b> April 2005
		<b>Revised:</b> October 2011
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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)
  - Avenue II Health and Safety Program
  - Health and Safety Due Diligence Report requirements

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.