

Safety and Occupational Health Action Plan Priority Recommendations: Supervisory Training

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SUMMARY

As a result of recommendations from Teams 1, 2, 6, 17, and 18, mandatory supervisory training is being developed under the leadership of the executive sponsor working in concert with Reclamations' Director of Human Resources and Safety Manager. Once the content is developed and initial instructors are prepared, the Executive Sponsor will hand-off the project to the Director of HR and the Safety Manager for full implementation.

STRATEGY

Method of Training – Webinar

Training Duration – 3 hours consisting of three 1-hour modules (45 minutes of instruction and 15 minutes of facilitated local discussion)

Target Audience – Mandatory Course for all Reclamation Supervisors and Managers

Instructors – 3-5 Reclamation employees will be trained for each 1 hour module

Training Schedule – Initial Training for Existing Supervisors – The course will be offered one to two times a week for one month.

Training for New Supervisors – The course will be offered once a month for all new supervisors.

Training Format - Webinars will be attended in conference rooms as opposed to individual work stations. During the webinar a supervisor (who has previously attended the training) will attend in addition to the new supervisor(s) receiving the training. The previously trained supervisor will be responsible for answering questions and facilitating discussion regarding local application.

Training Module Content

Module 1 – Roles, Responsibilities, and Policies (perf standards, awards, investigations, Role of the Safety Manager, drug suspicion and testing, training & tracking, PPE, D&S)

Module 2 – Hazard Awareness and Response (environmental awareness, emergency notification, emergency evacuation)

Module 3 – Job Initiation through Job Completion (instructions, investigations and lessons learned, job ownership, job control, quality control, material, job inspection)

Development Approach

- Small group of supervisors responsible from a broad range of programs will develop a high-level outline of module content. COMPLETED August 2016
- Obtain Safety Advisory Board approval regarding approach. COMPLETED August 2016

- Develop Training Content - September/October 2016
- Pilot the block training to a small group (Safety Advisory Board). November 2016
- Identify/Train Instructors - January 2017
- Train Existing Supervisors - February 2017