

Because what you don't know CAN hurt you

Training - YOU NEED IT!

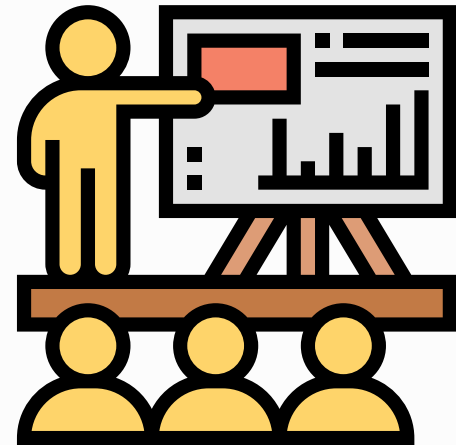
What exactly IS training?

Training is a carefully planned **explanation, demonstration of, and a chance to try** the right way to carry out a task.

Who needs training?

Training is required for anyone who is:

- Starting a new job
- Doing their regular job, but under different circumstances, like under new weather conditions, for example
- Changing to a new position, with new tasks
- Using new equipment or following a new process or procedure
- Struggling with an aspect of the task or skill, and needs some extra help



➤ What if I've done this kind of work before and already know how to do it?

You're off to great start then, and you can build on the skills you already have! Now you have to **learn how it's done** here, in your new workplace, and you'll need to follow the procedures set out for you by your new employer. There is always something new to learn!

➤ Do I need to get trained more than once?

Maybe! Each time there is a significant change - different piece of equipment, revised process, changed conditions - you will likely need to learn something new. Or, perhaps you're getting a promotion, and moving on to new challenges. Training will be an important part of your health and safety when preparing to take on new responsibilities.

➤ Who should provide the training?

It is often **your supervisor**, but it could be an experienced, competent and capable co-worker who has been asked to train you, and who takes this assignment seriously.

GO AHEAD - GET TRAINED!

➤ What should training consist of?

- An introduction to the task and what it consists of
- Learning about the hazards of the task and what could happen if not done correctly
- Learning about the precautions to be taken to prevent an injury
- Learning how to use or wear whatever personal protective equipment (PPE) is required
- A demonstration and explanation of each of the steps of the task and written safe work procedures
- A chance to try out the new task
- A chance to try the task on your own, with someone supervising
- Lots of opportunities to ask all the questions you have

➤ Does the training happen all in one day?

Hardly ever! Lots of training does happen on your first few days on the job, but the truth is, training happens whenever it is needed.

➤ What if training isn't offered to me? Yes, that sometimes happens!

If you are assigned a task without being trained for it, you have a responsibility to yourself and to your co-workers to **STOP before you get started**. Ask a supervisor, "Can we talk about training?" This is a great way to slow things down, and show your supervisor that you value your health and safety.

➤ What if I'm asked to provide training to someone else?

If you consistently follow the safe work procedures you've been trained on, and have proven yourself to be competent and reliable at your tasks, you may be asked to provide training to someone else someday. If so, have your supervisor help you develop your training plan to ensure you cover all the important steps. If you don't feel confident yet about training someone else, let your supervisor know!

Some training will be complex and time consuming while other training maybe fairly simple and quick.

The important thing to remember is that training should leave you feeling KNOWLEDGEABLE, CONFIDENT, and COMPETENT about what you are being asked to do!

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