

Version: Original	Swiftsure Vessel Solutions (SVS) Health and Safety Training Policy	Approved by:
February 2021		

1.0 Purpose

The purpose of this policy is to provide consistent general and specialized health and safety-related training throughout all levels of the organization to ensure the safety of employees.

2.0 Policy

Swiftsure Vessel Solutions will provide all necessary health and safety-related training that is prescribed and necessary to allow workers to be competent in the performance of their tasks thus reducing the likelihood of accidents/ incidents. All employees will be required to participate in the training being provided.

All employees/ supervisors will be provided with training upon hire, “orientation training”. This training will include Swiftsure Vessel Solutions policies and procedures as well as required legislative and job-specific training as determined.

Training will also be delivered when a job task is introduced, changed, or as a general refresher to ensure competency. Policy and procedure updates will also be communicated with appropriate staff.

All training records will be kept and maintained by the supervisor/ employer. It is the employer’s responsibility to ensure that employees are provided with the appropriate resources to do their job safely.

3.0 Training Matrix

Swiftsure Vessel Solutions will ensure all employees and supervisors are trained in their roles and responsibilities in the workplace. To assist in fulfilling this, Swiftsure Vessel Solutions will identify legislative training required, as well as job-specific training, to be delivered to workplace parties. This training will be captured on a training matrix as an attachment to this Policy.

4.0 Review

This policy shall be reviewed as often as is necessary to remain up to date.

Version	Changes	Date
Original	Original	2021-02-01

5.0 Attachments

Training Matrix