



City of St. John's Corporate and Operational Policy

Policy: 03-07-01 Training of City Employees in Mobile Equipment Safety

Status:

Issued By: Human Resources

Revision No:

Revision Date:

Date of Original Council

Approval: 1994/11/21

Rescind Date:

Index: 03 Human Resources

Section: 07 Health and Safety

Title: 01 Training of City Employees in Mobile Equipment Safety

Purpose

To provide training for employees in the safe operation of mobile equipment.

Policy Statement

1. Any employee who is required to operate mobile equipment as part of his/her work activities shall receive adequate instruction in the proper and safe operation and maintenance of the equipment.
2. Employees who have received adequate instruction in the operation of mobile equipment shall demonstrate that they are familiar with the operating instructions before they are requested to operate the mobile equipment.
3. The front line Supervisors/Forepersons shall be responsible for ensuring that employees under their supervision who operate mobile equipment are properly and adequately trained and competent.

Where the criteria outlined in numbers 1 and 2 above are not met, the Supervisors/Forepersons shall take the following action:

- (a) Advise immediate supervisor that the employee is not acceptable.

- (b) Advise immediate supervisor that the employee must be trained to the required standard.
- (c) Advise immediate supervisor that a replacement is required.
- 4. The responsibility for provisions of training rests with the department heads in consultation with the Human Resources Department (Training Co-ordinate and Safety Officer).
- 5. All mobile equipment shall be maintained in safe operating condition

Application

Responsibilities

Front line Supervisors/Forepersons, Department Heads, Training Co-ordinate and Safety Officer.

Definitions

References/Appendix

Monitoring and Contravention

Approvals

Regular Meeting of Council, November 21, 1994.

Review Period

Available to Public

- ☐ Yes
- ☐ No