

Staff Training Matrix

EMS Table 008-02/ Safety Appendix 13-1

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Accident Incident Investigations (PSA course)	H/M	1 day	OH&S regulations requires all incidents and accidents to be investigated, therefore, each business area and headquarters needs 2-3 people trained in accident investigation to conduct investigations	5 years recommended ³	All training delivered by PSA or qualified trainer ¹
ATV/ Motorcycle Safety Training	H/M	1 day	Required for all staff with field work component in position duties that requires use of this equipment	5 years recommended ³	All training delivered by qualified trainer ¹ ATV Trainer classification through the BC Forest Safety Council
Basic Avalanche Awareness	H/M	Online 1.5 hrs	Basic minimum level required for all staff with field work component in position duties where work is conducted in or near non-avalanche terrain as per "MFLNRO Snow Avalanche Avoidance Policy" Annual refresher of online material is also required for staff with AST1 training as per "MFLNRO Avalanche Safety Plan"	Annual Refresher as per the safety plan.	Avalanche Canada online course or equivalent is sufficient. Go to: http://www.avalanche.ca/training Annual refresher includes review of NRS Avalanche Avoidance Policy and Safety Plan https://www.nrs.gov.bc.ca/flnr/safety/directives-procedures
Avalanche Skills Training 1 (AST1)	H/M	2 days (classroom and field)	Required for all staff with field work component in position duties where work may be conducted in or near avalanche prone terrain as per "MFLNRO Avalanche Safety Plan"	5 years	All training delivered by certified trainer ² Trainer classification through the Canadian Avalanche Association. For available courses go to Avalanche

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Competency reviews can be used to determine training frequency after initial training

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			Further training i.e. AST2, may be required if there is a requirement as per the avalanche safety plan.		Canada Website: http://www.avalanche.ca/
Bear Awareness	H/M	Video, 1 day or on line training	Required for all staff with field work component in position duties where required to work in bear habitat areas WorksafeBC Regulation 115, 3.3	5 years recommended ³	All training delivered by qualified trainer ¹
Defensive Driving	H	1+ day	WorksafeBC Regulation 115, 3.3, 4.10115, 3.3, 4.10	5 years recommended ³	All training delivered by qualified trainer ¹ or suitable materials determined by the BA.
Discrimination Prevention	H	1/2 day	Training is requirement for all government employees under Public Service Act	Min Once per employee	All training delivered by PSA qualified trainer ¹
Ergonomics Assessor Course	M	One half day	To become a qualified assessor	5 years recommended ³	All training delivered by WCB qualified trainer ¹ PSA also provides training (1 day)

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Ergonomic-Workstation set up tool	H	20-40 min	WorksafeBC Regulation 4.51 requires the employer to educate all workers exposed to risk of MSI in risk identification and recognition of early signs and symptoms and trained in measures to control the risk of injury	Annual More frequent if changes are made to their workstation, workstation location or new tools.	Online https://www.bcpublicservice.gov.bc.ca/ergotools/loqin.aspx
Ergonomic-Preventing Strain Injuries at your Workplace	H	20 min	WorksafeBC Regulation 4.51 requires the employer to educate all workers exposed to risk of MSI in risk identification and recognition of early signs and symptoms and trained in measures to control the risk of injury	5 Years Required	Online https://www.bcpublicservice.gov.bc.ca/osh/etool/ergo_tool/player.html
EMS/SFM Awareness Training	H	As required	Awareness is required for all BCTS employees.	Min once per employee	Online training through MyLearning center
Forklift Operation	H	1+ day	Required for any employee to operate this equipment WorksafeBC Regulation 16.4, CSA Standard (B335-94, Clause 7.12) requires recertification training every 2 years	2 years required	All training delivered by WCB certified trainer ²

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Helicopter/ Fixed Wing Orientation session Safety Training	H	As required to achieve comfort	All staff to receive pre-flight orientation when flight has new or unique aspects such as machine type, flight objectives and protocols. Sufficient time and effort to be applied to orientation to ensure worker and pilot comfort with flight. (Additional Local training maybe pursued to address locally specific circumstances such as flights over water, winter flying etc.)	Required prior to flights in new aircraft or circumstances or as determined by staff or pilot	Pilot
Occupational First Aid, Level 1	H	1 day	Required for all staff with field work component in position duties WorksafeBC Regulation 3.15 requires recertification training every 3 years; requirement based on risk assessment/work requirement	By expiry date, as depicted on your certification card. As of January 1, 2010 retraining frequency is every 3 years required	All training delivered by WCB certified trainer ²
Occupational First Aid, Level 2	H	5 days	Required for designated First Aid Attendants as determined via assessment and guided by OHS Guidelines. See WorksafeBC Regulation 3.15	By expiry date, as depicted on your certification card. As of January 1, 2010 retraining frequency is every 3 years required	All training delivered by WCB certified trainer ²

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Occupational First Aid, Level 3	H	10 days	Required for designated First Aid Attendants as determined via assessment and guided by OHS Guidelines. See WorksafeBC Regulation 3.15.	By expiry date, as depicted on your certification card. As of January 1, 2010 retraining frequency is every 3 years required	All training delivered by WCB certified trainer ²
OH&S for Supervisors	H	1 day	WCA 117 states supervisor responsibilities for employee safety in the workplace - with the role comes accountability and potential for liability	5 years recommended ³	All training delivered by PSA or qualified trainer ¹
OH&SC Member	H	2 days	BCGEU Article 22.15 requirement for new committee members - committee membership changes from time to time - refresher training is recommended when a returning member has not served on the committee for more than 5 years as there may be changes to the role	5 years recommended ³	All training delivered by WCB PSA or qualified trainer ¹
Hazard Identification and Hazard Control	H	1 day or online	JOHSC Members Supervisors and staff engaged in inspections. Minimum all supervisors or alternate per crew should receive training but broader application to all staff is supported	5 years recommended ³	Online training through PSA or by qualified trainer ¹

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S100 Basic Fire Fighting	M/L	1 day	Required to engage in firefighting duties as expected under EMS and relative to MOFR and public Service relationship - untrained staff should act to report fire only and request assistance	As required	Qualified Protection staff members or Online through my learning center.
S100A Basic Fire Fighting Refresher	H	20 min/ 1 hr	Required to engage in firefighting duties as expected under EMS and relative to MOFR and Public Service relationship. See section 26 3.1 (2) of the Occupational Health and Safety regulation 296/97	Annual refresher	Online training through my learning center or qualified trainer ¹
Basic Chain Saw Operators Course	M	1-2day	Required for all staff with field work component in position duties that requires use of this equipment WorksafeBC Regulation 26.3 requires documented confirmation that staff continue to meet standards as qualified operators for those areas where required to use power saws	5 year recommended ³ , or as stated on the certificate.	All training delivered by qualified trainer ¹ , BCFSC or others
Radio Operations	H	1/2 day	Refresher recommended for staff who infrequently use radios or, when job duties change and radio use becomes part of job duties	As needed	All training delivered by qualified trainer ¹

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Snowmobile Training	H/M	1 day	Required for all staff with field work component in position duties that requires use of this equipment WorksafeBC Regulation 3.3, 16.53, 4.10	5 years recommended ³	All training delivered by qualified trainer ¹ (Snowmobile trainer classification through the BC Safety Council)
Species at Risk and Invasive Plant	M/L	As required	To be determined by BA staff	As needed	As determined by BA
Sustainable Forestry Initiative (SFI) Awareness Training	H	As required	Awareness is required for all BCTS staff working in SFI-certified management units	Min once per employee	Online training through MyLearning center
Transportation Endorsement	M/L	1 day	As determined via assessment and guided by OHS Regulations. See SCHEDULE 3-A – Minimum Levels of First Aid	By expiry date, as depicted on your certification card.	All training delivered by WCB certified trainer ²

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Transportation of Dangerous Goods	H	1 day	Required for all staff with field work component in position duties that requires transportation of goods deemed dangerous Transportation of Dangerous Goods Act stipulates frequency of recertification.	3 years required	All training delivered by qualified trainer ¹
Violence Prevention Seminar: Practical Skills (PSA course)	H	1/2 day	WCA 4.3, BCGEU 22.13, refresher suggested or, recommended if employee involved in incident, if training has been significantly revised, or if it has been over ten years since the last training.	Discretionary	All training delivered by PSA qualified trainer ¹
WHMIS	M	1/2 day	WCA 5.6, required for all new employees - refresher as needed based on job duties and associated exposure to hazardous materials - refresher training materials on MSDS sheets available via website.	Discretionary, driven by job duties	Online training delivered by PSA http://www.bcpublicservice.gov.bc.ca/osh/hazardous_materials_workplace/whmis_training_module_version2.htm
Wildlife Danger Tree Assessor	H/M	2 days	Required for all staff with this aspect of work contained in the field work component of position duties WCA 115, 3.3, where included as a job requirement, recertification frequency stipulated as every 4 years.	4 years required	All training delivered by WCB certified trainer ²

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Winter Survival	M	1+ days as determined locally	Recommended for all staff with winter field work component in position duties.	None	All training delivered by qualified trainer ¹

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