

City of Belleville Fire Department

Number: 5002

POLICY:

It is the policy of the Belleville Fire Department to ensure all daily training activities are reported and complete.

Date S.O.G. Comes Into Effect: April 29, 2005

Date S.O.G. Revised: May 24, 2017

Date Committee Approved S.O.G.: March 1, 2005

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GUIDELINE

1:00 Purpose:

1:01 To comply with the Occupational Health and Safety Act and to provide the Belleville Fire Department with accurate documentation concerning this content, frequency and manner of instruction of any training provided in the workplace. This will also make possible a periodic review for the purposes of improving the training program and to allow tracking of personnel status in regard to training completion.

2:00 Procedures:

2:01 The Daily Training Report is to be completed by the Captain or Officer in charge.

2:02 The Daily Training Report shall be completed promptly after training is complete.

2:03 All documentation shall indicate that personnel have participated in the training by having a Captain or Officer in Charge complete the form. The documentation shall record the date(s) training was received and the date it was completed. All personnel shall sign off documentation of completed objectives as a deterrent to falsification of training records.

THIS GUIDELINE IS NOT EXPECTED TO SUBSTITUTE FOR GOOD JUDGEMENT AND EXPERIENCE UNDER UNUSUAL CONDITIONS.

- 2:04 The Daily Training Report shall incorporate the information outlined in the sample attached.
- 2:05 Daily Training Reports shall be stored so that a periodic review is possible for the purposes of improving the training program and to allow tracking of personnel status in regards to training completion.
- 2:06 All Training Reports and other documentation shall be forwarded to the Training Officer.
- 3:00 **Scope:**
- 3:01 It shall be the responsibility of the Captain/ Officer in charge of each shift to ensure that this guideline is explained and followed.
- 3:02 It shall be the responsibility of **all employees** to understand and adhere to this guideline.

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