

Firefighters guidance note #7-3: Training Plans

Develop a plan to ensure workers receive the training they need to work safely.

Issued:

On this page

1. Background
 2. Concerns/hazards
 3. Actions for employers
 4. Worker training
 5. Training records
 6. Applicable regulations and acts
 7. Standards
 8. Related
-

Background

Fire departments deliver training to workers to protect their health and safety. Training is delivered to fire personnel at various times and locations, in-person and on-line. It may be delivered by the employer or through an outside organization.

Concerns/hazards

Firefighter training is on-going throughout their career . there are a lot of training sessions to keep track of. Workers may miss scheduled training sessions for a variety of reasons . such as vacation, illness, or a change in schedule or assigned station. Employers must ensure that workers have received the training they need for the protection of their health and safety.

Actions for employers

Employers should develop a training plan which identifies:

- each training course and the subjects covered
- lesson plans for the safe and consistent delivery of the training
- workers who are required to receive training
- workers who have successfully completed the training
- when refresher training should be completed

Employers should review the training plan periodically to:

- identify workers who are missing training

If workers are missing training, employers should:

- identify any limits to worker activities
- take steps to deliver the training

Worker training

Workers who identify hazards for which they have not received training to protect their health and safety, should bring their concerns to their supervisor or the joint health and safety committee or health and safety representative.

Training records

Create and maintain training records such that:

- documentation is complete and accurate, including names of participants
- they are completed promptly after training is conducted
- the learning outcomes of the training program are documented
- the training date(s) are recorded
- electronic files are reliably backed up

Applicable regulations and acts

Read:

- [Occupational Health and Safety Act](#)
 - clause 25(2)(a) for providing information and instruction to a worker

Standards

Read about keeping training records in [NFPA 1500 Standard on Fire Department Occupational Safety, Health, and Wellness Program](#) or in [NFPA 1401 Recommended Practice for Fire Service Training Reports and Records](#)

This resource does not replace the *Occupational Health and Safety Act* (OHSA) and its regulations, and should not be used as or considered legal advice. Health and safety inspectors apply the law based on the facts in the workplace.