



## Security Toolkit: Appendix E

Visit: [pshsa.ca/workplace-violence](https://pshsa.ca/workplace-violence)

# **SAMPLE TRAINING SECURITY TRAINING TOPICS FOR WORKERS AND MANAGERS**

## **HOW TO USE THIS TOOL**

1. Under the OHSA, employers are required to provide workers and their managers with:
  - Information on existing and potential hazards
  - Measures and procedures on how to maintain their health and safety
2. All staff with assigned roles and responsibilities require the knowledge and training to fulfill the competencies of the role. This includes the individual responsible for the administration and upkeep of the security program.
3. Use the list below as a baseline for a security-training needs-assessment for managers, workers and program administrators.
4. Consider rounding out this list with findings from staff surveys or focus groups, and remember to consult JHSC / HSR representatives.

It may also be helpful to develop matrices to properly track training frequency. This helps ensure training remains timely and well-documented. As with all safety programs, the organization must provide evidence of training activities, outcomes and improvements.

## **SAMPLE SECURITY TOPICS**

- Corporate security policy
- Department security protocols
- Workplace violence prevention policy and procedures
- Emergency measures, codes and responses
- Non-violent crisis intervention
- Access control including sensitive areas
- Photo identification
- Reporting hazards and incidents
- Security-related information sharing protocol
- Personal alarm systems
- Pandemic planning and infectious agents security protocols
- Working alone
- Protection of personal belongings
- Security in the community and home
- Parking lot security and safety
- Medication security
- Patient assessment
- Use of restraints