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Legal Standards & References

Occupational Health and Safety Act

- requires the employer and supervisor to provide information and instruction to workers regarding the hazards in the workplace and the procedures for doing the job safely
- requires a worker to work in accordance with safe work procedures and report hazards

Definitions

“Employee” includes a new hire; full-time, part-time, casual and student employee; and (for the purposes of this Standard) a volunteer and a contractor


“Hazard” includes;

- biological hazards (mould, fungi, bacteria, parasites)
- chemical hazards (liquid, solid, vapour, dust or fumes)
- ergonomic hazards (awkward positions, static posture, repetitive motions)
- equipment (machinery, tools, guarding)
- housekeeping (slip/trips, poor maintenance, cleanliness)
- physical hazards (heat, cold, noise, energy)
- PPE and clothing (worn appropriately; catch/entanglement)
- psychosocial (bullying, harassment, stress, work overload)

Policy Statement

It is the policy of The Corporation to;

- protect employees and visitors from workplace hazards, and
- provide employees with job-specific health and safety information and instruction

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Purpose and Scope

Health and safety orientation activities help employees become familiar with the workplace health and safety program and gain basic health and safety knowledge. It provides an opportunity for the employer to demonstrate its commitment to health and safety. It identifies the hazards that an employee might be exposed to at the workplace.

Providing health and safety orientation;

- assists in preventing injuries and illnesses
- reduces accident-related costs
- transforms an inexperienced worker into a safe and skillful employee
- improves productivity and customer service.

Standards/Procedures

The following receive health and safety orientation training;

- New hires – full time, casuals, part-time and students
- Current employees beginning a new job or using new equipment
- Full-time employees returning from a lengthy leave of absence
- Volunteers
- Contractors

Orientation takes place as soon as possible after appointment and before the assignment of work that places the employee's health at risk.


Orientation topics are "General" and "Job Specific" and include the following;

General

- Health and Safety Policy
- Internal Responsibility System and Joint Health and Safety Committee
- Rights, roles and responsibilities
- WHMIS

Job Specific

- Job specific hazards
- Job specific hazard controls and procedures
- Safe Work Standards – job specific
- Personal protective equipment use

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- General workplace hazards
- Safe lifting (general)
- Safe Work Standards – general
- Work refusal procedures
- Reporting incidents
- Reporting unsafe conditions
- Emergency plan
- Return to work
- and care
- Location of health and safety board
- Location of first aid station/kit
- Location of eye wash, spill kit, etc.
- Location of MSDS sheets
- Emergency plan
- Location of smoking areas
- Introduce JHSC rep

A Human Resources rep provides the General orientation. The supervisor provides the Job Specific orientation. There is a checklist for each. As each topic is covered, the employee and the HR rep/supervisor initials the checklist under the “Done” column. The completed checklists are kept in the employee’s personnel file or contract file.

Communication


Health and safety orientation is communicated in a number of ways, including;

- Classroom
- Individual
- Handouts
- Demonstrations
- Site tours

Training

Orientation training is delivered as follows;

Employee Type	Topics	Delivered by
<ul style="list-style-type: none"> • New hires • Volunteers 	All	General - Human Resources Job specific - Workplace Supervisor
<ul style="list-style-type: none"> • Full-time employees returning from a 	Job specific	Workplace supervisor

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<ul style="list-style-type: none"> lengthy leave of absence Current employees beginning a new job or using new equipment 		
<ul style="list-style-type: none"> Contractors 	As required	Workplace supervisor or project manager

Roles and Responsibilities

Employer

- Provide information and instruction to protect the health and safety of employees

Supervisor

- Provide job-specific health and safety orientation
- Monitor employee work habits to ensure compliance with information and instruction provided during orientation

Employee

- Attend orientation, listen, observe, learn and ask questions
- Practice safe work habits
- Provide feedback on nature and content of orientation


Human Resources

- Prepare and maintain orientation standard and materials
- Provide general orientation
- Evaluate effectiveness of orientation

Evaluation

The effectiveness of orientation training is evaluated by;

- seeking feedback from employees on the nature and content of the training

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- quizzing employees on their understanding of health and safety matters
- monitoring employee work habits to ensure they are applying what they learned
- monitoring incidents reported by employees who recently received orientation training

Acknowledge Success/Make Improvements

Human Resources and/or the JHSC may make recommendations regarding the provision and maintenance of a corporate health and safety policy. Improvements are incorporated as part of the annual review. Successes are acknowledged at the annual Safety and Attendance Banquet.

Forms

- New Employee Health & Safety Orientation Checklists

This Standard takes effect immediately and remains in effect until replaced by a new Standard or superseded by legislation or regulation.

Chief Administrative Officer

Worker Co-Chair, JHSC

Reviewed (Date):	By (Name and Initial):
July 2012	T. Mather
February 2013	T. Mather
December 2014	T. Mather
June 22, 2015	T. Mather

*This document can be made available in an accessible format upon request.

HR Orientation Checklist		
Topic	Description	Done
Emergency Notification	Obtain names, addresses, phone numbers of the persons who must be contacted in case of emergency; WEIRP option	
Previous Training	Ask about previous safety training; ask for proof of competency (i.e. trade certification, certificate of qualification, license, etc.)	
Legislation, Regulation & Policy	Provide overview of health and safety law; explain policy and purpose; application and scope and accountabilities of workplace parties	
Awareness	Mandatory Ministry of Labour Worker/Supervisor training	
Internal Responsibility System & JHSC	Explain the law and role and function of Joint Health & Safety Committee	
Rights, roles and responsibilities	Explain various roles and responsibilities of employee, supervisor and employer	
Violence & Harassment	Explain policy, program and procedures	
Reporting	Review obligations and procedures for reporting an incident, illness and unsafe conditions; show location of forms	
Work refusal	Explain process for refusing unsafe work	
Hazards	Provide overview of general workplace hazards	
Safe Work Standards (General)	Provide general overview of common safe work standards	
Return to work	Explain rights and responsibilities of workplace parties in return to work	
This confirms I have received orientation regarding the topics listed above.		
Employee Name		
Employee		

Signature		
This confirms I have provided orientation regarding the topics listed above.		
HR Rep		
HR Rep Signature		
Date		

Supervisor Orientation Checklist		
Topic	Description	Done
Job Specific Hazards	Tour work areas and facility and discuss work area hazards and associated safe work practices. Examples include falls; impacts; mechanical/tools/equipment; guards/barriers; pre-start; vibration; noise; toxins; temperature extremes; fire/explosives; electrical; ergonomics; biological; violence; traffic/moving vehicles; confined spaces; maintenance; general “do’s” and “don’ts”	
WHMIS	Identify workspaces where hazardous materials are used, stored or disposed. Identify the location of the Material Safety Data Sheets (MSDSs). Review the MSDSs for all hazardous materials to be used by the employee.	
Job Specific Hazard Controls	Explain controls and procedures that are specific to your service area	
Safe Work Standards (Specific)	Provide overview of safe work standards specific to your service area	
Personal Protective Equipment (PPE)	Issue appropriate personal protective equipment (PPE) that must be worn. Explain proper use and care	
Health & Safety Information	Location of health and safety bulletin board; introduce JHSC rep	
Emergency Procedures	Show and explain emergency eyewashes, first aid kits, fire extinguishers, fire exits, and fire alarm pull boxes, as applicable. Review Emergency Evacuation Plan and explain the evacuation signals and procedures, point out proper exit routes and the designated assembly area for your service area.	
Smoking	Show where smoking is/is not permitted	
This confirms I have received orientation regarding the topics listed above.		
Employee Name		
Employee Signature		

This confirms I have provided orientation regarding the topics listed above.

**Supervisor
Name**

**Supervisor
Signature**

Date