New Employee

Orientation Program

(Your logo here)



**Updated August 2014**

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# INTRODUCTION

Purpose

This program is designed to ensure all new, transferred or returning workers receive a safety orientation and participate in ongoing education and training to maintain safe work practices.

## Policy

The [your municipality] is committed to ensure that all workers receive a general safety orientation and one specific to their department and their job. It is essential that employees are familiar with potential hazards associated with their position and their workplace. Additional orientation and training will be provided if the Supervisor observes that the worker is not able to perform the task or work process safely. Additional training will also be provided if requested by the worker.

## Scope

This program applies to all [your municipality] employees who are new to the organization, transferred within the organization to another department, or who are returning to their position after a lengthy absence, where the hazards of the work may have changed.

## Definitions

***Division/Department Safety Orientation:*** An orientation to introduce new, transferred or returning employees to safety hazards common to their division or department.

***Education:*** knowledge acquired by learning and instruction

***Field Partner***: a mentor to the new employee who is knowledgeable in the work to be performed. Field partners must ensure a new employee does not attempt to perform tasks they have not been authorized or trained to do.

***General safety orientation:*** A session presented by [define who will provide general safety orientation], outlining general safety information and responsibilities at [your organization].

***New worker****:* a worker who is joining the organization for the first time

***Orientation to the Organization:*** information vital for every new employee; does not contain strictly safety information.

***Returning employee:*** An employee who is returning to their former position after a period of time, where the hazards of the work may have, or have, changed.

***Supervisor:*** a person who instructs, directs and controls workers in the performance of their duties. This could be a Manager, Supervisor, Foreman, or Leadhand

***Transferred employee:*** an employee who is not a new employee, who has transferred from another position in the organization

***Young worker:*** A worker younger than 25 years old

# RESPONSIBILITIES

## Senior Management

* Ensuring time and resources are available to conduct general and site specific safety orientations.

## Managers/Supervisors/Foremen/Leadhands

* Ensuring general safety orientations and departmental/divisional safety orientations are conducted and documented for all new, transferred or returning workers
* Ensuring site- or task-specific training and instruction is provided to all workers
* Identifying gaps in employee knowledge pertaining to occupational health and safety, and notifying Human Resources of the training required
* Not allow the worker to perform work for which he or she is not qualified or trained to perform
* Ensuring the health and safety of all workers under their direct supervision
* Being knowledge able about WorkSafeBC Regulations and the *Workers Compensation Act* applicable to the work they supervise
* Ensuring that workers under his or her direct supervision are made aware of all known or reasonably foreseeable health or safety hazards in the area where they work.

## Workers

* Participating in the orientation process and all other applicable ongoing safety training
* Identifying to the supervisor or the mentor, if additional training is needed

## Human Resources

* Organizing and conducting the general orientation session
* Tracking the Employee Orientation Checklist
* Maintaining employee records

## Training Officer

* Ensuring any training requirements identified by the supervisor are acted upon

# PROGRAM INSTRUCTIONS

The process includes three levels of safety orientation:

1. General

The General Safety Orientation may be delivered by Human Resources staff or departmental staff. This orientation includes a PowerPoint presentation and video to assist in delivery, and a quiz to validate the training. The person who performs this orientation is responsible for ensuring the Orientation Checklist is used and signed, and the quiz is completed, scored, and sent to the employees’ personnel file. The orientation checklist is then forwarded to the employee’s supervisor who is responsible for completing the next section

1. Divisional/Departmental Safety Orientation

Prior to the start of any work, the employee’s immediate supervisor must perform a Divisional/Department Safety Orientation session including a tour of their immediate facilities. The supervisor must review all topics and complete the appropriate section on the Employee Orientation Checklist in the presence of the employee.

When a current employee transfers into their department or into a new position within

the same department, Supervisors are encouraged to review previous Employee Orientation Checklists

which can be obtained through Human Resources.

1. Site / Task Specific Safety Orientation and Training

Supervisors are responsible for ensuring no worker is assigned a task for which he or she has not been trained or deemed to be qualified to perform. Supervisors must complete page three of the Employee Orientation Checklist, identifying which equipment or task the new worker will be expected to perform, and whether they are trained and authorized, or training is required.

[Human Resources or the training officer] is responsible to ensure required training is scheduled as soon as possible. Employees are not permitted to operate the equipment or perform the tasks identified until training has been completed.

Workers must be trained in existing written safe work procedures. The Supervisor may

delegate this training task to the identified field partner, if applicable. Any review of safe

work procedures or task demonstration is noted on page 4 of the Employee Orientation

Checklist.

Once all stages of the orientation are complete, the form is signed by the employee, commented upon and signed by the supervisor, and returned to Human Resources for inclusion in the employee personnel file.

The supervisor is responsible to ensure that a safety orientation is provided to every new, transferred or returning worker, before that person starts work.

|  |
| --- |
| **EMPLOYEE INFORMATION** |

🞎 New employee 🞎 Transferred 🞎 Auxiliary 🞎 Returning

EMPLOYEE: POSITION:

DEPARTMENT: SECTION:

SUPERVISOR: START DATE:

|  |
| --- |
| **ORIENTATION TO THE ORGANIZATION** |

(required for all new employees)

SUPERVISOR CONTACT INFORMATION:

|  |  |
| --- | --- |
| DEPARTMENT AND ORGANIZATION INFORMATION: | |
| * Function of your job * Department objectives * Organization chart, chain of command * Keys/security access * Setting up voicemail * Mail delivery process * Tools, equipment, supplies * Parking facilities * Location of lunch room and rest room * How to contact first aid | * Tour of work area, identification of other   departments and their function in the  organization   * Location of first aid room * Location of exits and marshalling area   Introductions:   * Supervisory staff * Fellow workers * Shop Steward * Health & Safety Committee member * First Aid Attendant |
| POLICIES AND PROCEDURES: | |
| * Start and stop time * Employee Handbook * Proper office and fieldwork attire * Absenteeism reporting * Vacation policy/how to request time off * Location of Policies, Collective Agreement, Benefits & Employee Handbook | * Lunch period and break periods * Lockers and storage facilities * Where to get information/help * Explain routine paperwork |
| PAY DATA: | |
| * How to complete timecard/sheet * Overtime procedure * Errors in Pay – what to do | * Payroll cut off and paydays * Acting Pay * Statutory Holidays |

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| **GENERAL AND DIVISION/DEPARTMENT SAFETY ORIENTATION** |

|  |  |
| --- | --- |
| General Safety Orientation completed by: Date: | |
| * Safety Policy * Safety apparel (what is provided, what the employee must provide and use) * OH&S Program components * Employee rights * Working Alone or in Isolation * Violence in the Workplace * Biohazard Control Program * Bullying/Harassment Program | * WHMIS * Hearing Conservation * RSI and MSI hazards * General Safety Rules * Housekeeping * No horseplay * Fellow worker concept * Stay at Work/Return to Work program * Weather Temperature Protection |
| Quiz Score: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

|  |  |
| --- | --- |
| Division/Department Orientation completed by: Date: | |
| Departmental Emergency Procedures | |
| * Location of emergency exits * What to do in case of emergency | * Designated Meeting point * Location of Extinguishers |
|  |  |
| How to report incidents/accidents/hazards | |
| * Who to report to * Where to find report forms | * How to complete forms |
|  |  |
| Specific Workplace Hazardous Materials Information System (WHMIS) | |
| * What hazardous products are in this workplace * Purpose and significance of information on product labels | * Where the MSDS are located * Procedures for emergency involving hazardous materials, including clean-up of spills |
|  |  |
| Joint Occupational Health and Safety Committee | |
| * Identification of members | * How to contact JOHSC members |
| * Safety bulletin board location | * Location of OH&S Regulations |
|  |  |
| Personal Protective Equipment – What and when to use it, where to get it | |
| * Hard Hat | * Eye/Face Protection |
| * Hearing Protection * Steel Toe Footwear Requirements | * Respiratory Protection (including requirement for annual fit-test) |
| * Chain Saw Chaps * Rubber Boots | * Coveralls, other protective clothing * Metatarsal guards |
|  |  |
| Specific Workplace Hazards and procedures | |
| * Manual Material Handling – safe lifting | * Computer workstation set up |
| * Stretching/warm up program | * Housekeeping requirements |
| * Vehicle Inspections and Repair | * Equipment inspection and repair |
| * Safety rules and expectations (handout) | * Location of written SWP’s |
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| **SITE/TASK SPECIFIC SAFETY ORIENTATION AND TRAINING** |

The following table specifies equipment and tasks requiring certification and training prior to work at the [municipality]. Employees are **not permitted** to operate the equipment or perform the tasks below without producing the appropriate **unexpired** proof of training/certification. All related certificates and documentation are to be sent to Human Resources to be added to their personnel file.

Supervisors are to identify what the worker is required to perform as part of their duties. [Human Resources or the Training Officer] will ensure required training is scheduled as soon as possible.

|  |  |  |  |
| --- | --- | --- | --- |
| **REQUIRED EQUIPMENT / JOB TRAINING** | | | |
| **Equipment / Job** | **Trained and**  **Authorized (✓)** | **Not Required (✓)** | **Requires Training**  **(✓)** |
| Backhoe |  |  |  |
| Loader |  |  |  |
| Forklift |  |  |  |
| Grader |  |  |  |
| Boom Truck (HIAB) |  |  |  |
| Bucket Truck |  |  |  |
| Flail Mower |  |  |  |
| Chipper Operating Procedures |  |  |  |
| Confined Space Entry |  |  |  |
| Propane Filling |  |  |  |
| Excavation |  |  |  |
| Lockout |  |  |  |
| Load Securement |  |  |  |
| Work Zone Set Up |  |  |  |
| Traffic Control Person |  |  |  |
| Electrical Safety |  |  |  |
| A/C Pipe Cutting Procedures |  |  |  |
| Chainsaw |  |  |  |
| Respirator fit-test |  |  |  |
| Other (specify) |  |  |  |
| Other (specify) |  |  |  |
| Other (specify) |  |  |  |
| Other (specify) |  |  |  |
| Other (specify) |  |  |  |
| Other (specify) |  |  |  |

The following written Safe Work Procedures reviewed with this employee prior to him/her starting the position:

Date

Date

Date

Date

The following tasks were demonstrated to this employee:

Date

Date

Date

IDENTIFIED FIELD PARTNER: □ N/A

|  |
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| SUPERVISOR AND EMPLOYEE ACKNOWLEDGEMENT |

**I have reviewed and understand the information provided to me in this orientation package**

Employee Signature: Date:

Supervisor comments:

Supervisor Signature: Date:

The supervisor is responsible for providing a photocopy of this orientation checklist to the employee. The original checklist is to be forwarded to Human Resources.