# EMPLOYEE ORIENTATION PROGRAM INFORMATION AND INSTRUCTIONS

New workers, and especially young new workers, are statistically at greater risk of serious injury, than any other group of employees. WorkSafeBC statistics indicate that more than half of work-related incidents occur during a young worker’s first six months on the job with almost twenty percent occurring during the first month. Males under the age of 25 are much more likely to be injured on the job than any other worker.

Providing timely and effective orientation and training will help reduce the risk of injury or death.

WorkSafeBC Occupational Health and Safety Regulation requires that employers provide a health and safety orientation to new workers. An orientation into the hazards of the workplace must be provided to any worker who is new to the organization, new to the position (internal transfer), or who has been absent from the job for a period of time where the hazards of the work have changed.

The BCMSA New Worker Orientation Program has been created specifically for local government employers, to help ensure new or returning workers understand the hazards of their work and how to work safely, as well as to help employers meet the orientation requirements under WorkSafeBC OHS Regulation. The basic safety orientation topics listed in the checklist must be included in the orientation; the checklist must be customized to include employer-specific information, where noted.

The process includes three levels of safety orientation:

1. General – may be completed by Human Resources
2. Departmental or Divisional – may be completed by Manager or Supervisor
3. Site or Task specific – may be completed by Supervisor or designate

In all organizations, there is a general, non-safety orientation which is useful for employees new to the organization. To streamline the process, we have included a checklist for “Orientation to the Organization”, for all new employees.

As part of the orientation and training process, the supervisor is responsible for identifying which training or certification the employee must have before being allowed to perform certain tasks, and is responsible for ensuring the training takes place before the worker is assigned those tasks. Many employers will have a Human Resources or training department who may take on those training tasks, but the Supervisor maintains ultimate responsibility for ensuring the worker is not assigned tasks for which he or she is not trained or qualified.

When training employees in job- and site-specific topics, the Supervisor should use effective training techniques, which include describing, demonstrating, observing and correcting any unsafe practices. In many cases, written safe work procedures will be provided to employees, and a fellow worker or mentor may be assigned to ensure the worker is able to demonstrate safe performance of the work.

The following components are included in this orientation package:

* Orientation checklist, including General, Department/Division and Site-specific orientation topics, and space for customization
* Template for an Orientation Program document

For the General Safety Orientation you will need:

* Tables and chairs
* Samples of personal protective equipment
* Copy of the orientation checklist and pen for each participant

Effective learning requires effective and appropriate training techniques. During each stage of the orientation, you can help the worker retain the knowledge you are providing, by delivering the message in a variety of ways.

If the following information exists in your organization it should be provided to the employee, ideally in a single package. This information is discussed during the orientation; the written format will provide more in-depth information and will be a handy resource for the employee.

* Employee Handbook
* Safety Handbook
* Collective Agreement
* Stretching/warm up exercises
* Diagram of computer workstation design
* WorkSafeBC “Back Talk” book (available by downloading from http://www.worksafebc.com/publications/health\_and\_safety/by\_topic/assets/pdf/back\_talk.pdf)
* Other WorkSafeBC publications as applicable to your organization

(http://www.worksafebc.com/publications)

* Written supplemental safety programs such as:
  + Violence in the workplace
  + Working Alone or in Isolation
  + Biohazard Control Program
* Safety rules and expectations list
* Emergency evacuation procedures and emergency contact numbers
* Other emergency procedures as applicable to the workplace (earthquake, bomb threat, etc)
* List of Joint Occupational Health & Safety Committee members
* Any other supplemental safety programs or information applicable to your organization

As with any training provided within your organization, accurate documentation of training is essential. The Orientation Checklist must be signed by both the employee and the staff member who conducted the orientation and training, and the form should be included in the employees’ Personnel file as a permanent record of training.