

Section 4-1 - Worker Orientation

PURPOSE When hiring employees to conduct work on behalf of the company, it is important that the employee has been made aware of the company specific safety requirements, Safe Work Practices and the other specific policies as part of an orientation package.

SCOPE Worker Orientation using the company specific package and will provide every company employee with the specific health and safety expectations prior to commencing their employment obligations.

RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Scheduling the delivery of the orientation process using the employee guidelines and Orientation Checklist.
- Coordinate the communication and confirmation of the orientation package and meetings information.
- Maintain all documentation related to the orientation progress including the Orientation Checklist.
- Ensure both parties sign off on the completion of the orientation process.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Assist in developing corporate health and safety orientation documentation, policies and procedures where required.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

Senior Management Responsibilities:

- Ensure all company employees receive the appropriate training and workplace specific overviews during orientation.
- Schedule any required re-orientation of the employee guidelines package based on revision or addition of required content.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Ensure that the equipment, materials and protective devices as prescribed are provided, maintained in good condition and used as prescribed.
- The measures and procedures prescribed are carried out in the workplace.

Supervisors Responsibilities:

- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

Section 4-1 - Worker Orientation

- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which they are aware of.
- Ensure, where reasonably possible, that all workplace parties complies with all Occupational Health and Safety Act and Regulations.
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker.

Workers Responsibilities:

- Participate in the health and safety workplace orientation.
- Provide employee guidelines sign-off and documentation from the employee guidelines using the Orientation Checklist.
- Advise Supervisor if experiencing any difficulties with assigned tasks, or if assigned tasks are beyond perceived limitations or medically not capable of performing tasks.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations;
- Report to his or her Supervisor any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device;

PROCEDURE

Upon hiring employees, the Orientation Checklist **(4-1-1 - Form)** will be completed to detail the following steps;

- copies of the Employee Guidelines **(4-2-1 - Package)** and workplace will be provided to the employees hired.
- the orientation package will consist of a package of our Employee Guidelines, Safe Work Practices, Workplace Task Standards, Safe Job Procedures and will be reviewed with all employees hired directly.
- upon review of the Orientation Package, the acknowledgement sheets located on the last page must be completed and handed back to the Health and Safety Coordinator prior to the commencement of work.
- Complete the Orientation Checklist **(4-1-1 - Form)** to summarize all communicated content and ensure both parties sign the checklist.
- review any and all training certificates that the employee has and arrange any subsequent company required training accordingly.

Subsequent, where a new standard or guideline is developed, the **Health and Safety Coordinator** will revise the orientation package and deliver the revised material to all workplace parties.

Section 4-1 - Worker Orientation

DOCUMENTATION Those employees being hired will be required to complete acknowledgement sheets, and the Orientation Checklist (**4-1-1 - Form**) stipulating that they have received, read and understand the company orientation package and expectation.

Subsequent, where a new process or guideline is developed, **Senior Management** will revise the employee guidelines package and schedule the the revised guidelines to be delivered to all workplace parties. Everyone involved in this process will be required to complete the acknowledgement sheet at the back of the guideline booklet.

RECORDS All completed checklists and acknowledgement sheets should be maintained on the employees file indefinitely.