

Section 4-2 - Orientation Package Procedure

PURPOSE

Our Orientation Package is an essential tool in initial employee orientations and subsequent review of workplace health and safety: responsibilities, job hazards assessments, safe work practices, safe job procedures, company requirements, company expectations, employee obligations and employee rights.

SCOPE

The Orientation Package will provide every employee with specific health and safety expectations, prior to commencing their employment obligations.

RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Assist in the development of the corporate health and safety orientation documentation, policies and procedures.
- Coordinate the communication and confirmation of the Orientation Package.
- Maintain all documentation related to the orientation progress.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

Senior Management Responsibilities:

- Approve the corporate health and safety orientation documentation, policies and procedures.
- Ensure all company employees receive the appropriate training and workplace specific overviews.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- The measures and procedures prescribed are carried out in the workplace.

Supervisors Responsibilities:

- Ensure, where reasonably possible, that all workplace parties complies with all Occupational Health and Safety Act and Regulations.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations;
- 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.
- 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

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Workers Responsibilities:

- 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

The Orientation Package (**4-2-1 - Package**) will be developed by the **Health and Safety Coordinator, Project Managers, and/or Supervisors.**

The Orientation Package will be reviewed by the **Health and Safety Coordinator**, in conjunction with **Senior Management**, on an annual basis to ensure that they meet the requirements of the Health & Safety Program, workplace specific hazards and the appropriate legislative requirements.

The Orientation Package (and the components therein) must also be reviewed to ensure any changes or additions to both workplace activities (new tasks, processes, equipment, chemicals, material, etc.) and legislative requirements. The Orientation Package, once reviewed and amended (if necessary) will must be **approved** by **Senior Management.**

The Orientation Package will include, at a minimum, the following information, documents, and packages:

- A. Our Company Health and Safety Policy Statements
- B. Health and Safety Duties & Responsibilities For Each Workplace Party
- C. Emergency Preparedness & Response Plan
- D. Early and Safe Return to Work Information

The Orientation Package will be held as a guidance document describing the minimum health and safety expectations needed to work within the workplace.

The Orientation Package will be reviewed by all workplace parties prior to their commencement of work, and re-reviewed as changes are made. This training/orientation will be documented for each employee, by completing the acknowledgment the **Employee Orientation Checklist (4-1-1 – Form)** to demonstrate all the information has been received, read and understood by the employee.

DISTRIBUTION

The Orientation Package will be distributed.

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Distribution shall be as follows:

- Initially, during employee meetings.
- Upon Hire – during employee orientation meetings.
- Upon Changes – during employee orientation meetings.

RECORDS

Upon receiving the Orientation Package each employee will be instructed to sign the acknowledgment portion of the Employee Orientation Checklist (**4-1-1 – Form**) located at the back of the package and return it to the **Health and Safety Coordinator**.