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New Employee Orientations

Purpose

New employee safety orientation is the process you use to help new and transferred workers become familiar with the company's safety program and the worksite. The new employee orientation generally contains information about safety, the work environment, and the new job description.

Safety orientation training is crucial for all new employees, not only for their own safety but also for that of co-workers. New workers have much to learn when they begin a new job, not all of which is safety related. They need to be provided with the basic tools and information to protect themselves and others while learning the technical aspects of their new job.

Orientation Procedure

Orientations occur before the work begins and should include everyone new to the company, new to a specific job, and should also include new contractors. In order to ensure their understanding of the orientation, a follow up can be conducted six to eight weeks after the first orientation to test and reinforce the individual's knowledge of your company's safety program.

Orientation Topics

The orientation should cover:

- company safety policies and procedures
- emergency procedures
- specific job hazards
- safety precautions
- job responsibilities
- regulatory requirements
- company enforcement policy
- worker's right
- procedures for workers to refuse to do unsafe work
- what supervisors must do when unsafe conditions are reported

A checklist can help you avoid missing any topics during the orientation. Critical issues, such as emergency evacuation procedures, alarm systems, hazard and accident reporting, fire protection and locations of first aid facilities, should be described to individuals on their first day of employment.

Recordkeeping

It is recommended that all training records be kept for each employee. This information can be useful during future employee evaluations of your program. In addition, every person receiving an orientation should be required to sign an acknowledgement form indicating completion and compliance to your program.

Implementation

To initiate safety orientations at your worksites:

1. Develop a written standard that assigns responsibility and identifies the timing and the process for the orientation.
2. Create a checklist for orientations that include the items listed under your Orientation topics.
3. Conduct orientations with all employees, contractors and Subcontractors new to a job or worksite. Whenever an orientation is required, make sure it occurs before the person begins his or her new job. Ensure critical issues are described on the first day of employment.
4. Add a description of your orientation program and copies of the checklist and acknowledgement form to your safety program binder.
5. Have every person receiving an orientation sign an acknowledgement form.
6. Conduct a second orientation in 6 to 8 weeks to test and reinforce the person's knowledge of your safety program.
7. Use orientation records in conjunction with other training records to plan future training.

Source: PITS IRP Volume 9 – 2001 Basic Safety Program for the Upstream Petroleum Industry. This program includes sample check lists that can be used to start you off.

The following are links to IRP Volume 9, IRP 16 Basic Safety Training, and a Health and Safety Orientation guide for employers from Saskatchewan Labour:

<http://www.enform.ca/307>

http://www.enform.ca/assets/files/irp16_final_2005.pdf

<http://www.labour.gov.sk.ca/safety/orientations/Orientations.pdf>

This website provides information on the new B.C. OHS Regulations that requires specific elements to be included in the safety orientation of new workers.

http://www.worksafebc.com/regulation_and_policy/public_hearings/assets/pdf/2006_fall_public_hearings/Part%203_approved.pdf