



Title: Orientation Policy
Policy Number: 069

Resolution Number: 13-392
Date Approved: September 17, 2013

PURPOSE:

To provide all Town of Conception Bay South employees with an occupational health and safety orientation that includes their legislative rights and obligations, Town health and safety policies and procedures, and safe work practices and procedures.

AUTHORITY:

- Occupational Health and Safety Act
- Occupational Health and Safety Regulations

STATEMENT OF POLICY:

The employee occupational health and safety orientation will provide guidance, direction and essential health and safety information to new employees or employees changing positions as well as promote the importance of maintaining a healthy and safe work environment.

This policy applies to all management, current employees, new employees (full time, part time, casual) and students.

1.0 RESPONSIBILITIES

Management:

Management is responsible for arranging a date and time for the orientation with the OHS Coordinator before an employee starts work. Management shall coordinate with the OHS Coordinator before a current employee moves into a new position to determine if an additional orientation is required.

Management is responsible for reviewing specific safe work practices and procedures and ensuring that employees receive instruction on all equipment/tools used as part of their position. This information shall be documented on the employee training form and submitted to the OHS Coordinator upon completion.

Management is responsible for adhering to all requirements outlined in the Management Orientation.



OHS Coordinator:

The OHS Coordinator is responsible for orientating all employees on the Town's occupational health and safety policies and procedures.

The OHS Coordinator is responsible for maintaining copies of the health and safety orientation forms with the employee's safety files as well as provide copies for their personnel files. At this time, the OHS Coordinator will also request copies of any training certification the employee may have for their safety and personnel files.

The OHS Coordinator will review an employee's file when they move into a new position to determine what further health and safety orientation/training is required.

The OHS Coordinator will ensure that the employee and management occupational health and safety orientations are updated as policies and procedures are modified. New policies and procedures will be reviewed with applicable employees during the bi-monthly safety meetings.

Employees:

Employees are responsible for adhering to all policies and procedures given throughout their occupational health and safety orientation.

Employees are not to begin work or start working in a new position until they have received their occupational health and safety orientation and are not permitted to use equipment/tools until they have been instructed in its use.

2.0 PROCEDURE

2.1 New Employee:

When a letter of hire is sent out with the start date of a new employee, the appropriate management is to contact the OHS Coordinator and set up a date and time for the occupational health and safety orientation.

The OHS Coordinator will conduct the orientation and have the employee complete the orientation form. The date of the orientation will be inputted into the training matrix, the orientation form will be filed and a copy of the form will be provided for the employee's personnel file.



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Once the employee has completed the occupational health and safety orientation, management will give the new employee a tour of the facility in which they will be working to explain the location of the Muster area, first aid kits(s), fire extinguishers and eye wash station(s).

Management will review safe work practices and procedures that pertain to the employees work as well as provide instruction on the use of equipment/tools.

2.2 Employee Moving into New Position:

Before a current employee moves into a new position, the appropriate management is to contact the OHS Coordinator to determine if an additional occupational health and safety orientation is required. If it is determined that an employee requires further orientation a date and time will be set before the employee starts their new position.

The OHS Coordinator will complete the additional orientation and have the employee sign off on another orientation form. This information will be inputted into the training matrix, copied for their personnel file and filed in their safety file. This orientation will include any additional policies and general safe work practices and procedures.

Once the employee has completed the additional orientation, management will review with the employee any further safe work practices and procedures that pertains to the employee’s new position as well as provide instruction on the use of equipment/tools, if required.

ASSOCIATED DOCUMENTS:

OHS Orientation Form
Employee Training Form

REVISION HISTORY:

Revision:	Sec/Para Changed	Change Made:	Date: