MODEL ORIENTATION POLICY

BENEFITS

Studies have shown that new workers are particularly vulnerable to injury. As a result, some jurisdictions specifically require employers to provide safety orientations to workers before they start work. And even if your jurisdiction doesn’t specifically require employers to give a safety orientation to new workers, it’s likely a best practice to do so anyway.

HOW TO USE THE TOOL

Adapt this model orientation policy, which was modeled on one created by WorkSafeNB, to be consistent with your company’s operations and other safety policies and the content of its orientation training. Give it to all employees, including senior management, supervisors, workers (full- and part-time) and contractors.

OTHER RESOURCES:

- WorkSafeNB Orientation Guide for Employers
- Young Worker Orientation Checklist
- New Worker Safety Orientation Form
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DEFINITIONS

New Employee is defined as any person who is:
• New to the place of employment.
• Returning to a place of employment where the hazards have changed during the employee’s absence or where the absence from the place of employment is greater than six months.
• Affected by a change in the hazards of a place of employment.
• Relocated to a new place of employment if the hazards are different from the hazards in the employee’s previous place of employment.

PURPOSE

All new employees working for [insert name of company] (“Company”) are required to attend employee orientation training immediately after the hiring offer is made and before starting work. The employee orientation training will provide guidance, direction and essential health and safety information to new employees to promote the importance of maintaining a health and safety environment in the Company. Employee orientation will provide information concerning corporate and departmental procedures and codes of practice, and orient new employees to the workforce.

APPLICATION

This policy applies to all management, staff, new employees (full and part-time), casual employees, students, volunteers and contractors.

GUIDELINES

All new employees will meet with their department manager or supervisor and will be informed about their rights and responsibilities as outlined under the [insert relevant law, such as the OHS Act]. New employee orientation training will include specific information and training on:

• The name and contact information for the new employee’s supervisor.
• The Company’s and new employee’s rights and responsibilities under the [insert relevant law, such as the OHS Act], including the reporting of injuries and unsafe conditions, and the right to refuse to perform unsafe work.
• Health and safety procedures and codes of practice related specifically to the employee’s assigned job tasks and equipment, including, where applicable, procedures for working alone.
• Where applicable, personal protective equipment specific to the assigned task and equipment.
• Location of first aid facilities and means of summoning first aid and reporting illnesses and injuries.
• Emergency procedures.
• WHMIS training.
• Contact information for the JHSC or the employee health and safety representative, as applicable.