

# New & Young Worker Safety Orientation & Training – Know The Laws Of Your Province



**While all workers must get training, new and young workers must also receive special safety orientation.**

While **all** workers are entitled to receive training to ensure they can do their assigned jobs safely, OHS laws of most jurisdictions require employers to provide special safety orientation to new and young workers before they start their employment or are assigned to new jobs and sites that involve exposure to different hazards. Here are the OHS law new and young safety training and orientation requirements in each part of Canada.

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## Know The Laws Of Your Province Regarding New & Young Worker Safety Orientation & Training



- No special orientation and training program for new and young workers required
- Special orientation and training program for new and young workers required

### Federal

No special orientation and training program for new and young workers required



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## Required Special Safety Orientation & Training for New & Young Workers

### FEDERAL

No special orientation and training program for new and young workers required

### ALBERTA

Employer at underground coal mine must ensure all new workers get training in use of fire-fighting equipment during first 3 months of employment (and all continually employed workers get a practical course in use of fire-fighting equipment every 2 years (*OHS Code*, Sec. 547)

### BRITISH COLUMBIA

(1) Employer must ensure that new and young workers get workplace-specific health and safety orientation and training before beginning work at the workplace which covers: (a) the supervisor's name and contact information; (b) the employer's and young or new worker's OHS rights and responsibilities, including reporting of unsafe conditions and the right to refuse unsafe work; (c) workplace health and safety rules; (d) hazards to which the worker may be exposed, including risks from robbery, assault or confrontation; (e) working alone or in isolation; (f) violence in the workplace; (g) PPE; (h) location of first aid facilities and means of summoning first aid and reporting illnesses and injuries; (i) emergency procedures; (j) instruction and demonstration of the worker's work task or process; (k) the employer's health and safety program, if

required; (l) required WHMIS information; (m) contact information for the workplace JHSC or health and safety representative; (2) Employer must provide a young or new worker additional orientation and training if the worker requests it or a workplace observation reveals that the worker can't perform work tasks or processes safely; (3) Employer must keep records of such training; (4) "new worker" defined as any worker who's: (a) new to the workplace, (b) returning to a workplace in which the hazards have changed during the worker's absence, (c) affected by a change in a workplace's hazards, or (d) relocated to a new workplace in which the hazards are different from the hazards in the worker's previous workplace; and (5) "young worker" means any worker under age 25 (*OHS Reg.*, Secs. 3.23 to 3.25)

## **MANITOBA**

(1) Employer must ensure that new workers get workplace-specific health and safety orientation and training before beginning work at the workplace which covers: (a) the employer's and worker's OHS rights and responsibilities; (b) the supervisor's name and contact information; (c) the procedure for reporting unsafe conditions; (d) the procedure for exercising the right to refuse dangerous work; (e) contact information for the workplace JHSC or health and safety rep, if any; (f) any policies, programs and safe work procedures that the employer is required to develop under the Act and regulations that apply to the worker's work; (g) the hazards to which the worker may be exposed and the control measures undertaken to protect him/her; (h) the location of first aid facilities, means of summoning first aid and procedures for reporting illnesses and injuries; (i) emergency procedures; (j) identification of prohibited or restricted areas or activities; (k) any other matters necessary to ensure the worker's safety and health; (2) Employer must keep records of required training; and (3) "new worker" means any worker who's: (a) new to the workplace, (b) moved from one workplace area to another with different processes or hazards; (c) relocated to a different workplace with different processes or hazards; or (d) returning to the same workplace in which the processes or hazards have changed while he/she was away (*WSH Regs.*, Sec. 2.2.1)

## **NEW BRUNSWICK**

(1) Employer must ensure that new employees get workplace-specific health and safety orientation and training before beginning work at the workplace which covers: (a) the supervisor's name and contact information; (b) contact information for the workplace JHSC or health and safety rep; (c) the new employee's OHS rights, liabilities and duties, including reporting requirements and the right to refuse work; (d) the health and safety procedures and codes of practice related to the new employee's job tasks; (e) the location of first aid facilities and how to obtain first aid; (f) the procedures related to the reporting of illnesses and injuries; (g) the procedures for emergencies; and (h) the use of PPE, if applicable. (2) Employer need provide only orientation if it's satisfied, based on written documentation, that the new employee has satisfactory training from a previous employer or third party; (3) Employer must keep records of new employee orientation and training for at least 3 years; and (4) "new employee" means any employee who's: (a) new to a position or place of employment, (b) returning to a position or place of employment in which the hazards have changed during the employee's absence, (c) under age 25 and returning to a position or place of employment after an absence of over 6 months, or (d) affected by a change in the hazards of a position or place of

employment (*OHS Act*, Sec. 8.2)

## **NEWFOUNDLAND**

(1) If employer is required to have an OHS program, it must include a plan for orienting and training workers and supervisors in workplace and job-specific safe work practices, plans, policies and procedures, including emergency response, that are necessary to eliminate, reduce or control hazards (*OHS Regs.*, Sec. 12(1)(2)); and (2) A new crewmember joining a fishing vessel must be instructed in accordance with the requirements of Sec. 468 (operational characteristics of a fishing vessel) when he/she joins the vessel (*OHS Regs.*, Sec. 467)

## **NOVA SCOTIA**

No special orientation and training program for new and young workers required

## **ONTARIO**

(1) Employer must ensure that a worker who performs work for it completes a basic OHS awareness training program UNLESS: (a) the worker previously completed a basic OHS awareness training program and provides the employer with proof of completion of the training; and (b) the employer verifies that the previous training meets the requirements set out in (2) below; (2) A basic OHS awareness training program for must include instruction on: (a) Workers' OHS rights and duties; (b) Supervisors' OHS rights and duties; (c) The role of the JHSC and health and safety rep. under the Act; (d) The OHS roles of the MOL, WSIB and entities designated under section 22.5 of the Act; (e) Common workplace hazards; (f) WHMIS requirements regarding hazardous products; and (g) Occupational illness, including latency; and (3) Employer must maintain a record of required training completed, including exempt workers (*OHS Awareness & Training Reg.*)

## **PRINCE EDWARD ISLAND**

No special orientation and training program for new and young workers required

## **QUÉBEC**

No special orientation and training program for new and young workers required

## **SASKATCHEWAN**

(1) Employer must ensure that a worker is trained in all matters necessary to protect his/her health and safety when the worker: (a) begins work at a place of employment; or (b) is moved from 1 work activity or worksite to another with different hazards, facilities or procedures; (2) The required training must include: (a) procedures to be taken in the a fire or other emergency; (b) the location of first aid facilities; (c) identification of prohibited or restricted areas; (d) precautions to be taken for protection from physical, chemical or biological hazards; (e) any procedures, plans, policies and programs the Sk. Employment Act or OHS regs. require the employer that apply to his/her work at the place of employment; and (f) any other matters necessary to ensure the worker's health and safety while at work (*OHS Regs.*, Sec. 3-8)

## **NORTHWEST TERRITORIES & NUNAVUT**

(1) Employer must ensure that a worker is trained in matters necessary to protect workers' health and safety of workers at a work site when: (a) the worker begins work at the work site; and (b) the worker is moved from one work activity or work site to another with different hazards, equipment, facilities or procedures; (2) Required training must include: (a) procedures to be taken in a fire or other emergency; (b) the location of first aid supplies, equipment and facilities; (c) identification of prohibited or restricted areas; (d) precautions to be taken for the protection of workers from hazardous substances; (e) procedures, plans, policies and programs that apply to work at the work site; and (f) any other matters necessary to ensure the health and safety of workers at the work site (*OHS Regs.*, Sec. 18)

## **YUKON**

(1) Employer must ensure that new and young workers get workplace- and job-specific health and safety orientation and training before beginning work at the workplace which covers: (a) the supervisor's name and contact information; (b) contact information for the workplace JHSC or health and safety rep, if any; (c) location of first aid facilities and means of summoning first aid; (d) reporting illnesses and injuries; (e) emergency procedures; (f) the employer's and worker's OHS responsibilities and rights, including the responsibility to correct or report unsafe conditions and right to refuse to perform work the worker believes is unsafe, and procedures for doing so; (g) workplace health and safety rules; (h) instruction and demonstration of the worker's work tasks and work processes, followed by observation of the worker's performance of the tasks or processes and correction/enforcement of health and safety rules and procedures if necessary; (i) Hazards to which the worker may be exposed, which have been identified through a hazard assessment process; (j) Applicable WHMIS information requirements; and (k) use, care, and maintenance of any required PPE; (2) Employer must provide young or new worker additional orientation and training when: (a) workplace observation reveals that he/she can't perform work tasks or processes safely, or (b) reasonably requested by a young or new worker who doesn't fully understand how to perform work tasks or processes safely; (3) Employer must keep records of all required orientation and training provided; (4) 'new worker' means any worker who's: (a) new to the workplace; (b) returning to the workplace in which the hazards have changed during the worker's absence; or (c) relocated to a new workplace with that are different from the hazards in the previous workplace; and (5) 'young worker' means under age 19 (*Young & New Worker Code of Practice*)