

New Employee Health & Safety Orientation Policy Township of Springwater

Approved: July 12, 2010
Effective: July 12, 2010
Next Review: July 2011

Department: All departments
Subject: Health & safety, new
employee orientation
Policy Number: A09 - NE

A. Policy Statement

The intent of the New Employee Health & Safety Orientation Policy is to ensure that all newly hired employees, employees returning from extended absences, employees hired on a contract basis, student employees temporary employees (supplied labour), employees who have been promoted from a worker to a supervisory position and employees transferred from one job to another regardless of their duration or nature, are provided with the necessary information regarding health and safety in the workplace.

B. Purpose

The purpose of the New Employee Health & Safety Orientation Policy is to provide a consistent procedure and check list to ensure that all new employees receive complete and up-to-date information on Springwater's health and safety policies and procedures.

C. Scope

This policy applies to all employees of the Township including part-time firefighters, temporary workers (supplied labour) and contractors.

The Policy applies to all employees who are promoted from worker to a supervisory position and / or transferred from one job to another job regardless of duration, term or nature.

D. General

This Policy shall be administered by the Manager of Human Resources. It shall be the responsibility of the Manager of Human Resources to ensure that all newly hired employees receive orientation within seven calendar days of their commencement of work.

This Policy shall be referred to as the 'New Employee Health & Safety Orientation' Policy.

This Policy shall come into force and effect on the date of passage.

This Policy shall be reviewed annually.

E. Authority

The authority for the New Employee Health & Safety Orientation Policy shall be by the endorsement of the Township of Springwater's Joint Health and Safety Committee and by the approval of the Township of Springwater Council.

ATTACHMENT A
PROCEDURES FOR THE NEW EMPLOYEE HEALTH & SAFETY ORIENTATION
POLICY

A. Supervisors and Employees

The Manager of Human Resources, or designate, will provide an overall orientation of the Township's health and safety program within 7 calendar days of a new employee starting work with the Township.

The Manager of Human Resources and Supervisor will complete a New Employee Orientation Checklist (Attachment B) with the new employee.

Prior to commencing specific job duties however, the new employee's supervisor will provide an orientation which is specific to the employee's job and department. This instruction will take place prior to the job / duty requiring instructions being undertaken.

Both checklists will be forwarded to the C.A.O. for review and signature. The final copy, with all three signatures, will be forwarded to the Manager of Human Resources to be filed within the employee's personnel file.

Upon completion of the general program orientation, the new employee will complete a New Employee Health & Safety Evaluation (Attachment C). This completed document will also be kept with the Manager of Human Resources within the employee's personnel file.

B. Ongoing Employee Training

Employees will, through the course of their work with the Township, participate in various health and safety training/orientation sessions. During these sessions, attendance will be kept by way of sign in sheets. All sign in sheets are to be kept within the Health & Safety Training binder.

Also included within the binder will be:

- Copy of material/information presented, and
- A copy of the quiz which will be given to employees after the health and safety orientation/training session

Employee's personal quizzes will be placed in the employee's personnel file and kept within the Human Resources department.

**ATTACHMENT B
NEW EMPLOYEE ORIENTATION CHECKLIST
GENERAL OCCUPATIONAL HEALTH & SAFETY PROGRAM**

Name: _____ Start Date: _____
Title: _____ Location: _____

EMPLOYEE INITIALS	ITEM	DATE	SUPERVISOR INITIALS	COMMENTS
	Discuss Springwater's commitment to health and safety and the JHS Policy.			
	Review OHSA, roles and expectations for management, supervisors and employees			
	Review safe work practices and standard operating procedures (provide required equipment training)			
	Discuss hazards associated with workers job (refer to the job hazard analysis)			
	Arrange for an ergonomic assessment if necessary			
	Review the process and documents for reporting hazards, near misses, injuries and illnesses			
	Job/task specific training (attach a Specific Orientation Checklist)			
	Review and train the following procedures: <ul style="list-style-type: none"> • Emergency Response Plan • Personal Protective Equipment Policy • Pre-Use Inspection • Preventative Maintenance Policy • Early and Safe Return to Work Policy • Material Handling (safe lifting) 			
	Explain the workplace inspection program			
	Train in the applicable personal protective equipment the employee is required to wear			
	Tour the workplace: <ul style="list-style-type: none"> • Review emergency procedures 			

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	<ul style="list-style-type: none">• Identify where PPE is located• Show the Health and Safety Board and material• Review first aid kit location(s), contents and first aid procedures• Introduce employees to workers with first aid certificates• Introduce Joint Health and Safety Committee members			
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Employee: _____ Date: _____
Supervisor _____ Date: _____
(Trainer): _____ Date: _____
Manager of _____ Date: _____
Human _____
Resources _____

**ATTACHMENT C
NEW EMPLOYEE HEALTH & SAFETY ORIENTATION
EVALUATION**

Name: _____ Date: _____
Title: _____ Work Location: _____

Please answer the below true or false questions:

1. The Township has a health and safety policy. True False
2. Management is responsible for your health and safety at work. True False
3. Managers, supervisors and workers have health and safety responsibilities. True False
4. The supervisor does not need to know when a hazardous condition exists. True False
5. Workers create their own standard operating procedures. True False
6. The Township's Joint Health and Safety Committee has an equal number of management representatives and worker representatives True False
7. If a worker gets injured, he or she must report the injury to his or her co-worker. True False
8. Sharp blades, electricity, slippery roads, chemicals, and moving parts of equipment are some examples of hazards. True False
9. Some jobs do require the use of personal protective equipment. True False
10. If a worker sees a hazard in the workplace, he / she can make a mental note of it. True False

**ATTACHMENT D
NEW EMPLOYEE HEALTH & SAFETY ORIENTATION
SPECIFIC ORIENTATION CHECKLIST**

Name: _____ Start Date: _____
Title: _____ Location: _____

EMPLOYEE INITIALS	ITEM	DATE	SUPERVISOR INITIALS
	Review of operating instructions for equipment including: 1. _____ 2. _____ 3. _____		
	Review of processes for: 1. _____ 2. _____ 3. _____		
	Application of Hazard Assessment and Control Policy		
	Review of Safe Operating Procedures including: 1. _____ 2. _____ 3. _____		

Date of Scheduled Probationary Evaluation: _____

Employee: _____ Date: _____
Supervisor _____ Date: _____
(Trainer): _____ Date: _____
Manager of _____ Date: _____
Human Resources _____