

## Employee Orientation Policy



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Health & Safety Policies	October 15, 2019	152-2019	1	3
Subsection	Repeals By-Law Number		Policy Number	
Employee Orientation	27-2012		HS-37	

### **Purpose**

When a worker is new, either to the organization or to a department within the organization, they face an increased risk of suffering an injury or illness at work. By providing a strong and consistent orientation for new workers the employer is sure that workers are familiar with the health and safety program and their expectations under the program, that workers are familiar with the hazards specific to their work, and that workers know how to work safely in their workplace to protect themselves and their fellow workers.

### **Responsibility**

The Health and Safety Program Coordinator or designate, is responsible for providing health and safety orientation to all new workers to the City of Kenora. This orientation will be delivered on the worker's first day of work or as soon as is reasonably possible after the first day of work.

The Health and Safety Program Coordinator is responsible for providing an annual health and safety re-orientation to all City of Kenora employees.

Supervisors are responsible for providing a workplace specific orientation to all new hires, to workers transferring into their department, and to any worker who is performing a job for the first time.

### **Procedure**

#### **New Worker Orientation**

All new hires (or workers returning from extended absences) to the City of Kenora will participate in a generic Health and Safety Orientation to familiarize them with the City's program.

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This orientation will include information on the following:

- the City of Kenora Health and Safety Policy
- the City of Kenora Workplace Violence Prevention Policy
- the City of Kenora Workplace Harassment Policy
- the Internal Responsibility System
- applicable health and safety legislation (Occupational Health and Safety Act)
- the Right to refuse unsafe work
- WHMIS legislation and the City of Kenora WHMIS program
- general health and safety rules
- incident reporting
- hazard reporting
- the emergency plan
- early and safe return to work
- health and safety representatives or joint health and safety committees

In addition to the generic Health and Safety Orientation provided by the Health and Safety Program Coordinator, the workers supervisor will complete a workplace specific orientation with the worker in the workplace as outlined below.

Records will be kept of all participants and the training will include a knowledge verification component.

### **Promotion or Transfer Orientation**

Workers who are new to a department because of transfer or are new to a job because of promotion will receive an orientation to the requirements of their new work.

This orientation will include the following:

- review of operating instructions for equipment or process
- identification of hazards and controls
- review of safe operating procedures for the department

This orientation will be documented and will include a knowledge verification component.

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### **Initial Job Instruction**

Prior to performing any job for the first time all workers must be given instruction in the proper and safe way to do the job.

This instruction should be given by a qualified person who is knowledgeable of the hazards associated with the job.

The instruction will include a review of the operating instructions for the equipment and process, identification of hazards and controls, and review of any safe operating procedures for the department.

This orientation will be documented and there will be an evaluation of the effectiveness of the instruction during the workers probationary period.

### **Annual Re-orientation Training**

The Health and Safety Program Coordinator will deliver an annual health and safety re-orientation to all City of Kenora employees. The content of the training will be similar to the New Worker Orientation outlined above.

### **Training**

All training will be completed as outlined above and will be documented.

### **References**

Occupational Health and Safety Act (Ontario) – Section 25 (2) (a) and (h)