



CITY POLICY & PROCEDURE

SECTION: HUMAN RESOURCES

NO: HR-HS- 38

REFERENCE: HEALTH AND SAFETY

Date: Mar 15, 2017

**Next Review Date:
March 2019**

TITLE: TRAINING ORIENTATION

1.0 POLICY

- 1.1 The City of Dryden is committed to providing a healthy and safe workplace for all employees. As part of the Health & Safety Program, orientation training will be provided to all employees in accordance with all applicable legislation.
- 1.2 All employees, regardless of the level in the organization, must receive health and safety orientation, this applies to:
 - (a) Newly hired or transferred employees;
 - (b) Employees returning from an extended absence;
 - (c) Employees hired on a contract basis;
 - (d) Student employees (including co-op and summer);
 - (e) Supply of labour employees; and,
 - (f) Council.
- 1.3 All volunteers will also receive an orientation based on their role and location of volunteer work.

2.0 RESPONSIBILITIES

Health and safety orientation must be completed within the first week of hire or transfer to the department.

2.1 The following persons are responsible for conducting the orientation:

- (a) Supervisor – general policy and procedure review, job tasks, standard operating procedures, safe work practices and risks with their specific job.
- (b) Human Resources – any training relating to human resources and maintenance of training records in the employee's personnel file.
- (c) Health and Safety Coordinator – provide health & safety information and material, provide guidance and assistance as required, maintain and provide orientation checklists and/or sign off sheets, track training records and ensure copies are sent to Human Resources for employees files.
- (d) Employees will provide copies of certification records, licenses, drivers abstracts etc as required for their job.

3.0 TRAINING COMPONENTS

3.1 Components of training will include, but are not limited to (see current orientation checklists):

- (a) Health and Safety Policies and Procedures;
- (b) Employee responsibilities;
- (c) Facility tour;
- (d) Standards and procedures specific to the work area;
- (e) Required personal protective equipment (PPE);
- (f) Emergency Evacuation and Plan;
- (g) Reporting hazards and incidents;
- (h) Reporting illness and injury;
- (i) Workplace Anti Violence, Harassment and Sexual Harassment;
- (j) First Aid kit location and first aiders;
- (k) WHMIS information;
- (l) Joint Health and Safety Committee, including representatives;
- (m) Health & Safety Bulletin Board;
- (n) Return to Work;
- (o) Refusal to Work, Bilateral Work Stoppage;

**This policy is subject to any specific provisions of the Municipal Act,
or other relevant legislation or Union agreement.**

- (p) Occupational Health and Safety Act, including rights as a worker;
- (q) MOL Prevention Starts Here Awareness Training;
- (r) Training assigned through electronic means such as HR Downloads;
- (s) Hands on practical training or verification as required; and,
- (t) Specific responsibilities for their level of authority.

3.2 All training will be recorded on the Orientation Checklist and signed off by both the employee and the supervisor. Training records will be forwarded to the Health & Safety Coordinator who will enter them into the tracking system then forward to Human Resources to be kept in the employee's personnel file.

Attachment: Orientation Checklist

History			
Approval Date:	May 16, 2011	Approved by:	By-law 3876-2011
Review/Amendment Date:	Mar 15, 2017	Approved by:	CAO E. Remillard
Review/Amendment Date:		Approved by:	
Review/Amendment Date:		Approved by:	
Review/Amendment Date:		Approved by:	
Review/Amendment Date:		Approved by:	

EMPLOYEE HEALTH AND SAFETY ORIENTATION CHECKLIST

Employee Name: _____

To be completed for:

- | | |
|--|--|
| ☐ Staff (new)
☐ Staff (promoted or transferred)
☐ Staff (returning from extended leave) | ☐ Employees (contract hired)
☐ Student Employees
☐ Staff (seasonal) |
|--|--|

Employee Initials		Date	Supervisor's Initials
	Discuss commitment to Health and Safety		
	Review the Health and Safety Vision and Policy statement and procedure and where they are located. (HR-HS-01)		
	Review the roles and expectations for management and/or supervisor(s) and/or employees. (HR-HS-01)		
	Review the process for reporting hazards, near misses, injuries and illnesses. (HR-HS-08)		
	Review safe work practices and standard operating procedures and training specific to the job/task.		
	Discuss hazards associated with worker's job (refer to Job Hazard Analysis if applicable).		
	Train in the applicable personal protective equipment the employee is required to wear		
	Arrange for an ergonomic assessment if necessary.		
	Review First Aid Kit location, contents & procedures. (HR-HS-23). Introduce to designated first aid employee(s).		
	Introduce new employee to emergency personnel for their work location.		
	Complete WHMIS 2015 training appropriate for the job/task assigned. Location of SDS/MSDS book. (Procedure HR-HS-31)		
	Introduction to the Joint Health and Safety Committee and/or Health and Safety Representative. (HR-HS-25)		
	Review Health and Safety Bulletin Board and discuss contents.		
	Review Workplace Anti Violence, Harassment and Sexual Harassment Policy (HR-HS-18).		
	Tour the facility and review emergency procedures and other workplace requirements.		
	Review the MOL Prevention Starts Here Health & Safety Awareness Package		

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Employee Initials	Check off and review policies/procedures that are applicable to your workplace.	Date	Supervisor's Initials
	☐ Smoking Policy & Procedure (HR-HS-02) ☐ Hearing Conservation (HR-HS-04) ☐ Ergonomics (HR-HS-05) ☐ Safety Recognition Program (HR-HS-06) ☐ Discipline - Safety (HR-HS-07) ☐ Vehicle Operation Policy/Procedure (HR-HS-09) ☐ Contractor Safety (HR-HS-10) ☐ Equipment & Building Standards (HR-HS-11) ☐ Fire Extinguishers (HR-HS-12) ☐ Refusal to Work & Bilateral Work Stoppage (HR-HS-13) ☐ Health & Safety Training (HR-HS-14) ☐ Hazardous Occurrence Investigation - Federal (HR-HS-15) ☐ Standard Operating Procedures Requirements (HR-HS-16) ☐ Hazardous Conditions/Near Misses (HR-HS-17) ☐ Hazardous Recognition (HR-HS-19) ☐ Office Safety (HR-HS-20) ☐ Sharps & Needle Stick Injuries (HR-HS-21) ☐ Heat Related Illness Procedure (HR-HS-22) ☐ Personal Protective Equip Policy (HR-HS-24) ☐ JHSC – Policy & Procedure Prov. (HR-HS-25) ☐ JHSC – Policy & Procedure Federal (HR-HS-26) ☐ Material Handling Training (HR-HS-27) ☐ Workplace Inspection (HR-HS-28) ☐ Equipment Purchase & Modification (HR-HS-29) ☐ Emergency Preparedness (HR-HS-30) ☐ Designated Substances (HR-HS-32) ☐ Hot Work Procedure (HR-HS-33) ☐ Non-Routine Work (HR-HS-34) ☐ Confined Space Procedure (HR-HS-35) ☐ Lock Out/Blocking Procedure (HR-HS-36) ☐ Transportation of Dangerous Goods (HR-HS-37) ☐ Training Orientation (HR-HS-38) ☐ Posted Health & Safety Material (HR-HS-39) ☐ Emergency Evacuation City Buildings (HR-HS-40) ☐ Critical Injury Procedure (HR-HS-42) ☐ Health & Safety Responsibilities (HR-HS-43) ☐ Senior Management Guide to H & S (HR-HS-44) ☐ Early Return to Work Procedure (HR-HS-45)		

	☐ Visitor Policy (HR-HS-46) ☐ Working Alone (HR-HS-47) ☐ Robbery Prevention (HR-HS-48) ☐ Cash Handling (HR-HS-49) ☐ Department Opening & Closing Procedures (HR-HS-50) ☐ WSIB Procedures (HR-HS-51) ☐ Fall Protection (HR-HS-52) ☐ Visitor Safety Procedure(specific) ☐ Opening & Closing Procedures (specific) ☐ Emergency Evacuation Procedure (specific) ☐ Pre-Use Inspection Procedure (circle checks - specific) ☐ Preventative Maintenance Procedure (specific) ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____		

Employee Name: _____

Employee Signature: _____

Supervisor Signature: _____

Date of Completion: _____

Revised: March 14, 2017