

New Worker Safety Orientation

NAME: New Worker Safety Orientation Form

BENEFITS: New workers are particularly vulnerable to injury. So some jurisdictions, such as BC, MB, NL and SK, specifically require employers to provide safety training to workers *before* they start work. And providing a safety orientation to new workers is likely required in other jurisdictions under the general duty clause and/or in order to prove due diligence.

HOW TO USE THE TOOL: This Model Form, which is based on one used by the BC Forest Service, is a good example of what to cover in your safety orientation for new workers. Adapt this form for your workplace and use it to document that you've given new workers an orientation.

NEW WORKER SAFETY ORIENTATION FORM

First Day Orientation							
Initial	Ref.	Discussion Topics	Competence Verified				Date to complete
			Y	N	N/A	Previous Experience	
	Safety Website	Emergency Response: Review Emergency Response Plan, Evacuation Plans and Procedures					
	Local Procedures	First Aid: Introduce new employee to first aid attendant and location of First Aid facilities.					
	Chpt 4 and 10	Rules: Review all rules; review use of PPE.					
	Chpt 6	Rights: Review 3 basic worker rights, the right to know, the right to refuse unsafe work and the right to participate.					

1 st Week Safety Orientation							
Initial	Ref.	Discussion Topics	Competence Verified				Date to complete
			Y	N	NA	Previous Experience	
	Chpt 2	Safety Policy: Review and identify location.					
	Chpt 3	Health and Safety Accord: Review and identify location.					
	Chpt 6	Safety Responsibilities: Review and distribute.					
	Chpt 7	Employment Standards: Required breaks, hours of service.					

	Chpt 9	Hazard, Risk, and Controls: General review of hazard generators, how they are assessed, and how risk is determined; types of controls. See Hazards identified in task inventory. Discuss risk analysis process and RAC IT for new hazards					
	Chpt 10 SWP1-13	Personal Protective Equipment: Review of what PPE is to be worn, where, how to maintain and take care of PPE. Discuss specialized PPE such as Bear spray. PFD's for marine and aircraft use. H2S monitors, whistles and ATV helmets. Review maintenance of PPE. (plus any local SWP's)					
	Chpt 9	Hazard ID and Reporting: Discuss hazard recognition types of hazards (hazards vs. close calls) and reporting procedures					

1st Week Safety Orientation Cont.

Initial	Ref.	Discussion Topics	Competence Verified				Date to complete
			Y	N	NA	Previous Experience	
	Chpt 12	Safety Meetings: Expectations for attendance and input Safety Representative/Joint OHS Committee: Worker representation in the workplace, duties, participation.					
	Chpt 13	Training Requirements: Inspections, accident investigation, and legal requirements. Review Appendix 13-1, local training requirements.					
	Chpt 15	Incidents & Accidents: Review definitions of incidents and accidents, how to report. Review purpose of investigations and how they are conducted.					
	Chpt 18-22	Inspections: Review employee's responsibilities as they relate to conducting safety inspections. Review pertinent chapters in the safety manual and inspection checklists (Chk 181, 2, 19-1, 21-1)					
	Local Procedures	Man Check Procedures: Review method of conducting man checks and the frequency.					

	SWP 1-13	Work Procedures & Practices: How procedures are developed (Task Inventory); review of codes of practice, work practices, and general precautions. (plus any local SWP's)					
		Supervisors (Orientation Only): Discuss procedures and supervisors responsibilities as they relate to safety inspection records, staff orientations and administrative.					
Certifications:							
		Drivers License – For new hires, obtain copy of Drivers License. Note MFR does not allow drivers classed as 'new' or 'learner' to drive Ministry vehicles.					
Additional Safety Issues covered during Orientation:							
Worker receiving Orientation: I acknowledge that I understand the training received, and accept the legal responsibility for my role in fulfilling what I have initialled on this page.							
Name/Date				Signature			
Person conducting Orientation:							
Name/Date				Signature			