

Getting It Right The First Time!



New Worker Orientation

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Statistics



- Ontario claims to WSIB:
 - 40/hour
 - 1000/day
 - 7000/wk
 - 360,000/yr
- 105 young workers in Ontario are injured, made ill or killed on the job – EVERY DAY

Vulnerable Workers



- Workers who are:
 - New to the workforce
 - New to a job/industry
 - New comers to Canada
- Young and new workers are often injured on the job within the first few days of employment

What Can We Do?



- Provide workplace safety orientation
 - Reduces the number of workplace injuries
 - Provides an opportunity to communicate company safety expectations
 - Improves overall employee retention
 - Employees who undergo a formal orientation process at the time of hire are 69% more likely to be employed 3 years later compared to those who are left to figure out the job for themselves
 - It is a legal obligation!

Due Diligence



- Employers and supervisors have a legal obligation under the OHS Act to inform workers of actual and potential workplace hazards *(Sections 25 (2)(a), 27(2)(a)(b))*
- Take every precaution “reasonable” in the circumstances to protect the worker *(Sections 25 (2)(h), 27 (2) (c))*

Process Flow



EMPLOYEE HIRE

HR/Administration Department

Paperwork, Tax Info, Personal Info

GENERAL ORIENTATION

HR, H/S Specialist/Manager

Review H/S Policies, General Safety Rules, etc.

DEPARTMENT/JOB-SITE SPECIFIC ORIENTATION

Supervisor/Constructor/Competent Person

Department/job-site hazards, Required PPE, etc

JOB-SPECIFIC ORIENTATION

Job-shadowing

Job monitoring

Ongoing Monitoring/Education/Communication

New Worker Orientation



- 1 General Orientation
- 2 Department Specific Orientation
- 3 Job Specific Orientation
- 4 Contractor Orientation
- 5 Methods of Delivery
- 6 Other Safety Orientations
- 7 What to Avoid
- 8 Essential Tools

ORIENTATION

1

General Orientation



- High-level, company wide orientation
- Covers basic safety guidelines
- Delivered by HR, H/S Coordinator
- Delivered to
 - New employees (FT, PT, Casuals)
 - Seasonal employees
 - Contractors/Sub-contractors

1 General Orientation



- Safety topics covered in the General Orientation may include:
 - Workplace Parties Roles and Responsibilities
 - Workers' Rights
 - Joint Health and Safety Committees
 - Types of Workplace Hazards
 - Hazard Reporting
 - Emergency Preparedness
 - Workplace Specific Personal Protective Equipment
 - Work Refusal Process
 - Timely and Safe Return to Work Procedures

2

Department Specific Orientation



- Specific to the department
- Should be a discussion and guided walk through
 - Emergency exits, fire extinguishers, pull stations
 - Evacuation process
 - First Aid station/s
 - Specific hazard reporting
 - Specific injury/incident/near miss reporting
 - Security measures

2

Department Specific Orientation



WHMIS

- Location of hazardous materials
- Location of MSDSs (and access if electronic)
- Location of workplace labels
- Storage and handling of department specific hazardous materials
- Spills and other hazardous product clean-up procedures
- Warning signs and labels

PPE

- Proper use and care of PPE
- Fit testing (if required)
- Specific training for use (ie, fall arrest equipment, respirators, etc.)

3

Job Specific Orientation



- On the job training/job shadowing
- Performed by a supervisor or competent worker
- Duration varies depending on job – 3 months+
 - Job specific PPE
 - Job specific procedures
 - LOTO
 - Preventative Maintenance
 - Proper Start Up
 - Machine Guarding
 - Safety Controls

4

Contractor Orientation



- Contractor Safety Program
 - Pre-qualified contractors
 - Can be viewed as employees on your company site
 - Require training on workplace specific hazards
- Community/Corporate Based – general orientations
- Site specific safety inductions
 - Resemble Worker Orientation

5 Methods of Delivery



- Classroom – multiple hires
- One on One
- Online – company specific
- Blended Approach
 - Online for health and safety basics
 - In-house for company specific SOP's

6 Other Safety Orientations



- JHSC/HS Representative Orientation
 - Roles/Responsibilities
 - Job Descriptions
 - Terms of Reference
 - Workplace Inspections
 - Incident Investigations
 - Recommendations
 - Certified Members
 - Preferred Duties
 - Required Duties

6 Other Safety Orientations



- Supervisor Safety Orientation
 - Shorter version of Supervisor Safety Training
 - Review company specific details
 - Applicable for transferring or promoted supervisors
 - Overview of:
 - Roles/Responsibilities
 - Company/Department policies and standards
 - Incident reporting
 - Departmental inspections
 - Investigation process, etc.

7

What to Avoid



- Waiting
- Over-simplifying or over-complicating content
- Handbook (only) sign-offs
- Transferring accountability

8 Essential Tools



- Policy for Worker Orientation
- PowerPoint presentation
 - Dynamic facilitator
- Department specific checklists
- Participant Guides
- Employee Handbook
- Sign In sheet

Thank You!



Questions?

