

	Approved by: ACC
	Authorizer: Director, Safety and Security
	Effective Date: January 26 2011
Procedure Title: Employee Occupational Safety Orientation	

1.0 **PURPOSE**

The purpose of the employee orientation procedure is to clarify and formalize the guidelines to be followed to ensure that new employees, transferred employees and employees returning from extended periods of absences are adequately trained and brought/returned to required levels of safe and productive performance as quickly as possible.

2.0 **SCOPE**

This procedure applies to all new employees, transferred employees, and employees returning from extended periods of absence.

3.0 **DEFINITIONS**

a) **Occupational Safety Orientation**

Acquainting employees and others to Conestoga's occupational safety program and the hazards to which they may be exposed. Familiarizing those individuals with Conestoga's expectations regarding occupational safety and the roles and responsibilities of the workplace parties within the occupational safety program

b) **Job-Specific Occupational Safety Training**

A formalized training program geared to a specific job/task (eg., confined space entry) that provides participants with the necessary knowledge and skills to perform the job/task safely.

4.0 **RESPONSIBILITIES**

The responsibility for occupational safety is shared by the employee, their Supervisor/Manager, Occupational Safety Office and Conestoga (Employer).

4.1 **Programs/Departments**

- a) Provide sufficient resources to ensure timely and efficient implementation of this procedure and its associated program standard;
- b) Ensure occupational safety orientation and job-specific occupational safety training programs as outlined in this procedure and its associated program standard are established within their area(s) of responsibility; and
- c) Distribute this procedure, its associated program standard and appendices to all levels of management and ensure its implementation.

4.2 **Supervisors**

- a) Ensure that all newly-hired employees under their supervision, and any employee reassigned to their supervision, complete occupational safety orientation and any required job-specific occupational safety training prior to commencing work that places their health or safety at risk. Employees reassigned to a supervisor may not need to attend orientation training; however, when the employee has been absent from their position for an extended period of time, the employee's skills should be reassessed. Retraining or update training should be mandatory when:
 - the employee is not able to demonstrate the safe operation of the equipment, tool, etc.
 - new equipment, tools, etc., have been introduced since the absence of the employee

- for transferring employees, provide orientation regarding policies/ procedures/practices that differ from those of the original work area
- b) Communicate aspects of the orientation program standard applicable to their work operations to those newly hired employees and employees with new tasks or equipment who report to them (eg., staff meetings, training sessions, posting in the workplace);
- c) Be familiar with all occupational safety training programs required by employees under their supervision;
- d) Monitor employees' performance to ensure the skills and knowledge are put into practice and for modifying training as needed; and
- e) When occupational safety orientation and/or job-specific occupational safety training is delivered by the supervisor, the supervisor will update and maintain training records in accordance with the program standard.

4.3 Areas Responsible for Contractors

- a) Through contract language, ensure that workers of contractors and sub-contractors are adequately trained to perform the required work;
- b) Ensure they are advised of hazards related to Conestoga workplaces and/or work that may affect them; and
- c) Take reasonable steps to ensure that these parties are competent to perform work to which they are assigned.

4.4 Areas Responsible for the Services of Volunteers, Students and Trainees

- a) Ensure that occupational safety orientation as set out in the program standard is completed for these parties;
- b) Ensure they are advised and protected from hazards related to Conestoga workplaces and/or work that may affect them; and
- c) Take reasonable steps to ensure these parties are competent to perform work to which they are assigned.

4.5 Workers

- a) Participate in Conestoga-required occupational safety orientation and/or job-specific occupational safety training courses;
- b) Undertake proficiency and certification tests, as required;
- c) Utilize the information and skills acquired through orientation and job-specific training to protect their occupational safety; and
- d) Advise their supervisor of additional training needs.

4.6 Occupational Safety Office

- a) Develop and deliver on a regular basis, generic occupational safety training programs to assist departments/programs in meeting their responsibilities under this policy;
- b) Lead in the development of occupational safety orientation information and post this information on the Occupational Safety webpage;
- c) Provide consultation in the design and/or delivery of occupational safety orientation and job-specific occupational safety training programs;
- d) When occupational safety orientation and/or job-specific occupational safety training is delivered by the Occupational Safety Office they will update and maintain training records; and
- e) Make the training records available to department supervisors, Joint Occupational Safety Committees and the Ministry of Labour, upon request.

4.7 Joint Occupational Safety Committees

- a) When consulted, provide input for the development and updating of both occupational safety orientation and job-specific occupational safety training programs; and
- b) Review and make recommendations on the occupational safety orientation and job-specific occupational safety training programs within the area of their responsibility.

5.0 PROCEDURE

- a) Occupational safety orientation is to be conducted by the supervisor with the employee as part of Conestoga's orientation process. The Employee Orientation Checklist (OSF-041) is to be completed and signed by both parties and kept on file by the supervisor.

- b) The orientation is conducted with employees in a timely manner after accepting employment with Conestoga, and before the assignment of work that places their health or safety at risk.
- c) Job-specific occupational safety training is provided prior to employees commencing specific jobs they have not previously performed that places their health or safety at risk.
- d) Employee attendance at occupational safety orientation and job-specific occupational safety training is documented as set out in the program standard and is readily accessible to those who require the information.
- e) Job-specific occupational safety training programs include written and/or practical evaluations which employees must successfully complete.
- f) Regular evaluation of employee and supervisory familiarity with the requirements of job-specific occupational safety training programs. *(It is important that employees are able to perform to the expected program standards.)*
- g) Regular evaluation and updating of occupational safety orientation training and job-specific occupational safety training programs.
- h) All employee orientation paperwork is to be kept by the Supervisor and or Department Manager. An acknowledgment of the completed employee orientation is to be communicated to the Occupational Safety Office.

6.0 TRAINING

All Conestoga management and Human Resources personnel will be trained on this procedure through ongoing communication methods.

7.0 RELATED DOCUMENTS

OSF-041 Employee Orientation Check List (attached)

8.0 REVISION LOG

Revision Date	Summary of Changes
January 2011	New Procedure
January 21 2011	Policies and Procedures Committee – approved subject to revisions to checklist
January 26 2011	Academic Coordinating Committee - approved