

SAFE START

Health and Safety Orientation

Why Have a Health and Safety Orientation?

- Effective health and safety orientation can help prevent injuries and illnesses
- Employer required to take reasonable precautions to protect workers
- An investment in the future

Why Have a Health and Safety Orientation?

- It's the right thing to do
- Keeps the community safe
- Who is keeping your children safe?



What Does the Legislation Say?



- Occupational Health and Safety Act
 - 25(2)(a) – provide information, instruction and supervision to a worker to protect the health or safety of the worker
 - 25(2)(h) – take every precaution reasonable in the circumstances for the protection of a worker
 - Ontario Regulation 297/13.

Canada Labour Code – Part II

- 124- Every employer shall ensure that the health and safety at work of every person employed by the employer is protected
- 125(1)(q)- provide, in the prescribed manner, each employee with the information, instruction, training and supervision necessary to ensure their health and safety at work



Let's Talk About Due Diligence

- Due diligence
- It's your only defense
- If it isn't written, it doesn't exist



What's In It For You?



Safety  **Culture**
Every task | Every person | Every day

Who Needs to be Oriented?

- **All workers** including managers and supervisors
 - Students
 - New workers
 - Promoted or transferred
 - Returning workers
 - Contract workers
 - Supply of labour
 - Seasoned employees

Who Does the Orientation?

- Supervisor?
- Co-worker?
- Employer?
- Health and Safety Person?
- JHSC or WHSC?



Competent Person

- “competent person” means a person who,
 - is **qualified** because of knowledge, training and experience to organize the work and its performance
 - is **familiar** with this Act and the regulations that apply to the work, and
 - has **knowledge** of any potential or actual danger to health or safety in the workplace
- Is the supervisor always the right person to do the orientation?

Two Groups of Workers

- New and Young Workers



- Seasoned Workers



New and Young Workers – The Numbers

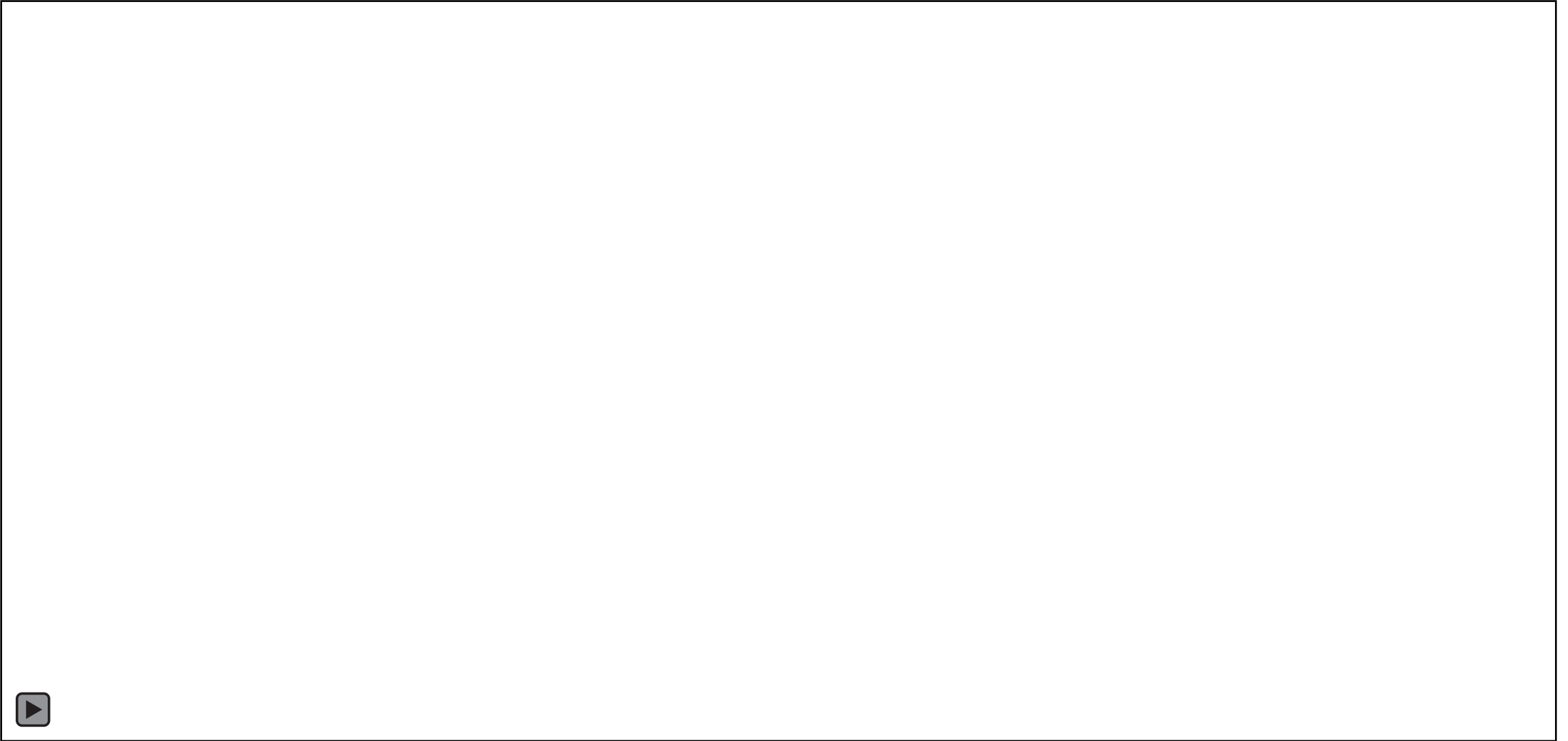
New and young workers are 4 times more likely to be injured

1. Motor vehicle traffic accidents (25.6 percent)
2. Accidental falls (23.1 percent)
3. Accidents caused by machinery (12.8 percent)

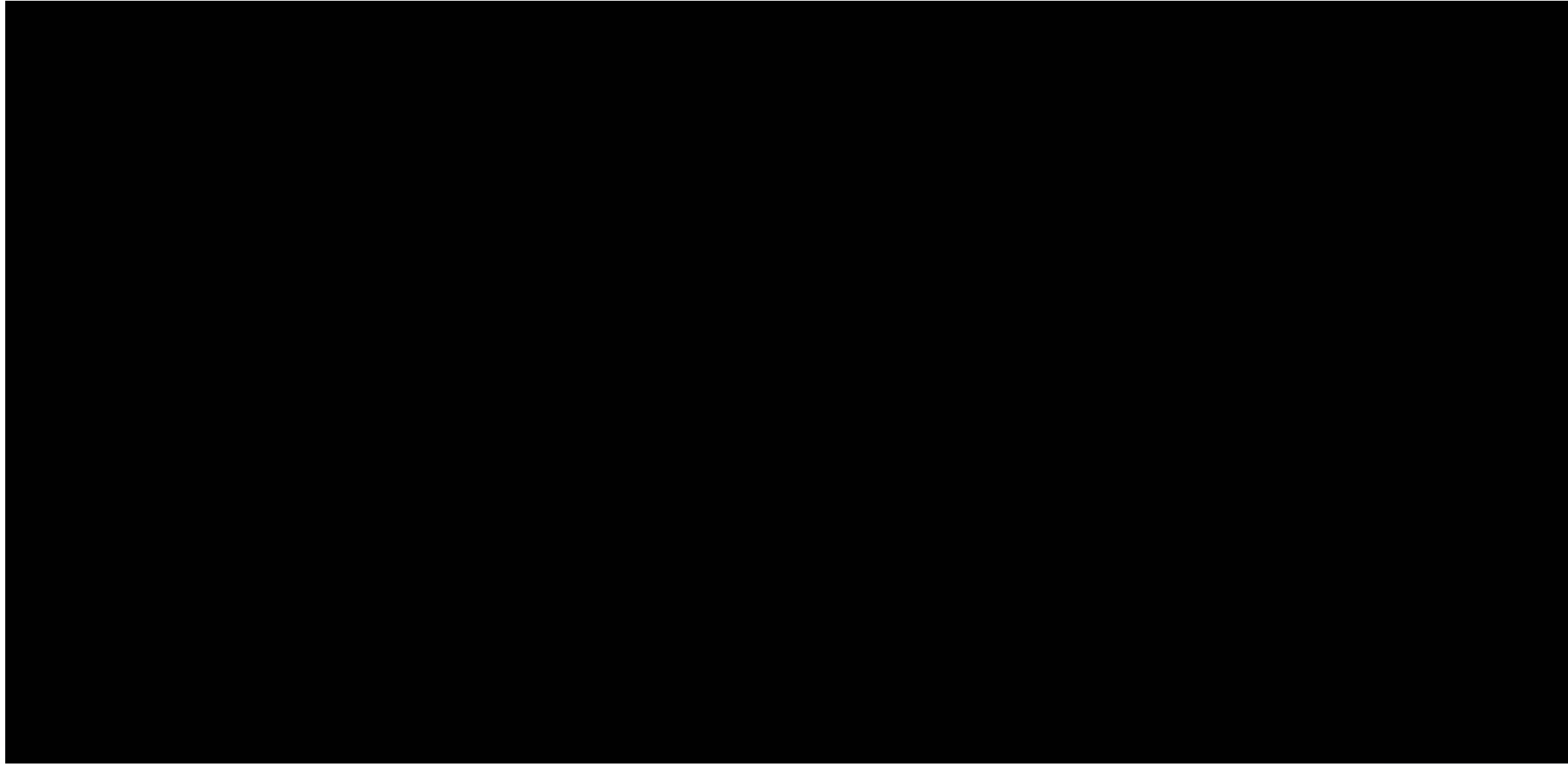
New Worker – The Basics

- Their rights, duties, responsibilities and the legislation
- Workplace hazards
- How to protect themselves
- How to participate in health and safety
- Where to go for more information
- What to do in case of emergency

New and Young Workers



Seasoned Workers



Orientation – Level 1 - General Training

- Department functions
- Reporting relationships
- Relationships with other departments
- Health and Safety policy
- Health and Safety Rep. or Committee
- Standard operating procedures
- How to report hazards
- How to report injuries and illnesses
- Return to work

Orientation – Level 2 – Job Specific Training

- Employee roles and responsibilities
- Supervisor roles and responsibilities
- Health and safety hazards specific to the job
- Safe working practices, procedures and precautions (include control systems such as lockout or work permits)
- Use, care and maintenance of personal protective equipment
- Location of first aid facilities and fire equipment
- Emergency plan

One Size Does Not Fit All



- Literacy
- Learning styles

Orientation / Training Best Practice

- Tell me – Theory
- Show me - Demonstration
- Let me do it – Observe
- Watch me – Monitoring vision



Resources – Tips for Supervisors

- Schedule enough time for orientation
- Spend more time explaining the job, training and supervising young workers
- Ensure all hazards are explained before work begins
- Make yourself available to answer questions
- Lead by example
- Pair up young workers with experienced, safety conscious workers
- Recognize and reinforce safe work practices
- Document, document, document

Health and Safety Orientation Program

- Health and Safety Orientation Policy
- Communicate
- Training program
- Keep records of training
- Document, document, document
- Evaluate your program

Resources – Sample Checklist

ORIENTATION TRAINING

Figure 1

Sample checklist of items that should be covered in an Orientation Program

General Orientation	Job-specific Orientation
<input type="checkbox"/> Overview of the company	<input type="checkbox"/> Department functions
<input type="checkbox"/> Organization structure	<input type="checkbox"/> Department tour
<input type="checkbox"/> Company policy and procedures	<input type="checkbox"/> Priorities
<input type="checkbox"/> Pay rates (regular, overtime, etc.)	<input type="checkbox"/> Reporting structures
<input type="checkbox"/> Benefits (medical, insurance, etc.)	<input type="checkbox"/> Relationships within department and with other departments
<input type="checkbox"/> Introduction to union, where appropriate	<input type="checkbox"/> Security
<input type="checkbox"/> Employee problems and concerns	<input type="checkbox"/> Types of assistance available
<input type="checkbox"/> Work refusal procedure	<input type="checkbox"/> What to do in an emergency
<input type="checkbox"/> Grievance procedure	<input type="checkbox"/> Performance evaluations
<input type="checkbox"/> Personnel records	<input type="checkbox"/> Specific duties and responsibilities
<input type="checkbox"/> Communication	<input type="checkbox"/> Specific worker legal responsibilities
<input type="checkbox"/> Physical fitness	<input type="checkbox"/> Department occupational health and safety basics
<input type="checkbox"/> Absenteeism, lateness, etc.	<input type="checkbox"/> Department safety rules
<input type="checkbox"/> Employee performance	<input type="checkbox"/> Information on hazards, controls, precautions and procedures
<input type="checkbox"/> Awards program	<input type="checkbox"/> Use of tools and equipment
<input type="checkbox"/> Safety and health policy	<input type="checkbox"/> Materials/substances in use – hazards, handling, storage and disposal procedures
<input type="checkbox"/> General safety rules	<input type="checkbox"/> Labelling systems/warning signs/MSDSs
<input type="checkbox"/> Legal responsibilities and rights	<input type="checkbox"/> Use and care of PPE
<input type="checkbox"/> Physical examinations	<input type="checkbox"/> Housekeeping procedures
<input type="checkbox"/> First-aid facilities	<input type="checkbox"/> Work permit systems
<input type="checkbox"/> Fire safety plan and emergency procedures	<input type="checkbox"/> Process hazards (e.g., toxic dusts)
<input type="checkbox"/> Reporting of hazards	<input type="checkbox"/> Hazards—loose clothing, jewellery
<input type="checkbox"/> H & S Rep/JHSC	<input type="checkbox"/> Lifting and handling restrictions
<input type="checkbox"/> Personal protective equipment (PPE)	<input type="checkbox"/> Safe stacking of materials
<input type="checkbox"/> Use of tools and equipment	<input type="checkbox"/> Safety supplies and equipment
<input type="checkbox"/> General housekeeping	<input type="checkbox"/> Defective or inappropriate tools
<input type="checkbox"/> Smoking restrictions	<input type="checkbox"/> Correct use of guards
<input type="checkbox"/>	<input type="checkbox"/> Safe procedures for machines
<input type="checkbox"/>	<input type="checkbox"/> Maintenance of clear access and egress
<input type="checkbox"/>	<input type="checkbox"/> Notification of work-related injuries and illnesses
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Resources – Job Safety Analysis

ORIENTATION TRAINING

Figure 2

Job Safety Analysis

Job Description: _____

Job Location: _____

Key Job Steps	Machinery, Tools & Materials Used	Potential Health & Safety Hazards	Safe Practices, PPE & Safety Devices

Signature: _____

Resources – Health and Safety Partners

- **Infrastructure Health and Safety**

- ihsa.ca
- tyler.kellar@ihsa.ca

- **Workplace Safety and Prevention Services**

- wsps.ca
- margaret.cernigoj@wsps.ca

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