Training Orientation Guide

All employees, regardless of the level in the organization, must receive health and safety orientation.

This applies to:

* Newly hired employees
* Employees returning from an extended absence
* Employees hired on a contract basis
* Student employees
* Co-operative education employees
* Supply of labor employees

The following persons can carry out orientation:

* Health and Safety Representative
* Crew Foreman/Supervisor

Orientation on health and safety must be complete within the first two weeks of hire.

Components of training will include:

* Health and Safety Policy
* Employee Responsibilities and Rules
* Standards and Procedures for:
	+ Reporting injury and illness
	+ Reporting hazards
	+ Emergency plan
	+ Early and safe return to work
	+ Occupational Health and Safety Act including Rights as a Worker
	+ Specific responsibilities for level of authority

Evaluation: to be conducted after three months by the employee’s foreman.

Records of training: All training will be recorded on the Orientation checklist. Training records will be kept in the employee personnel file.