

Training Orientation Guide Companion



What is a Training Orientation Guide?

A Training Orientation Guide is a document in which a company's health and safety orientation training policies are oriented to employees. It also outlines the following information:

- Designation of which employees must receive health and safety orientation training
- Designation of which employees can conduct health and safety orientation training
- Deadlines for when health and safety orientation training must be completed
- Components of health and safety orientation training

What is the Purpose of a Training Orientation Guide?

The purpose of the Training Orientation Guide is to detail the above mentioned information and to convey a company's intention for a safe and healthy workplace and work environment.

Why do I need a Training Orientation Guide?

A Training Orientation Guide conveys essential information about health and safety to new hires, subcontractors, and contract employees.

How do I use a Training Orientation Guide?

To use the Training Orientation Guide:

- Download the Training Orientation Guide
- Edit the Training Orientation Guide so that all information pertaining to your company's health and safety policies (who is required to take it, who can administer it, what it will include, etc.) is listed
- Use the Training Orientation Guide to ensure that all aspects of your company's health and safety requirements are undertaken