

Orientations are a great way to introduce new workers to the company's workplace culture, and behavioral expectations. A thorough New Worker Orientation ensures that employees are equipped with the knowledge and the tools they need to work safely and effectively from the initial time of hire.

All new employees, regardless of their role, must receive an orientation. However, "new worker orientation" doesn't apply solely to new hires to your workplace. There are some groups for whom the new worker orientation is especially important, including:

Young or Inexperienced Workers: Workers new to the workforce, such as high school students or recent post-secondary graduates, may need to receive additional training to address knowledge gaps.

Workers Changing Roles: Employees transitioning to a new role, department, location or returning from an extended leave within the same organization must be re-oriented to the specific hazards and requirements of their new work environment.

Temporary and Contract Workers: Short-term employees and contractors must receive orientation to understand the safety policies and procedures relevant to their tasks.

Volunteers: In workplaces where volunteers are present, they must undergo orientation if their tasks expose them to workplace hazards.

Orientations for these personnel may be modified to address the specific items that are applicable for the role. As well, **visitors to workplaces** must be made aware of any hazards they are exposed to while visiting.



New Worker Orientation Checklist

When creating or updating a New Worker Orientation, having a checklist is a great way to ensure employees have received all the necessary information and training which once completed can then be signed by the employee.

The following information should be included in the orientation:

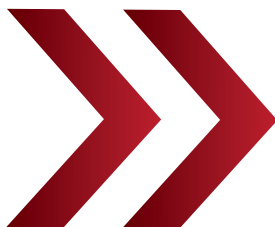
- Introductions to the workplace and staff (tour)
- Workplace specific information (muster point, first aid kits, and emergency equipment)
- Worker's Health and Safety Rights
- Company Safety Rules
- Company Policies
- Roles and Responsibilities
- Training
- Potential Hazards and Controls
- Personal Protective Equipment
- Reporting Procedures (Hazards and Incidents)
- Emergency Procedures

Record Retention

Completed orientation records are crucial in providing due diligence. It is important that the orientation program has a procedure on where to store completed records and who has access to them. It is best practice to keep orientation records for as long as an employee is still working at the company.

Legislation

- Canada Occupational Health and Safety Regulations
- Manitoba Workplace Safety and Health Regulation
- Section 2.2.1. Orientation requirements for Manitoba



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Phone: 204-632-6600 | Email: info@rpmsafety.ca | Web: www.rpmsafety.ca

25 Bunting Street Winnipeg, MB R2X 2P5