

YOUR ORIENTATION CHECKLIST

Use this checklist to assist you in your orientation process – and personalize it, to make it your own:

GENERAL ORIENTATION	JOB-SPECIFIC ORIENTATION
<ul style="list-style-type: none"> <input type="checkbox"/> Overview of the company <input type="checkbox"/> Organization Structure <input type="checkbox"/> Company policy and procedures <input type="checkbox"/> Employee problems & concerns <input type="checkbox"/> Work refusal procedure <input type="checkbox"/> Communication <input type="checkbox"/> Wellness program <input type="checkbox"/> Attendance procedures <input type="checkbox"/> Performance management <input type="checkbox"/> Employee recognition programs <input type="checkbox"/> Health and Safety policy <input type="checkbox"/> General safety rules <input type="checkbox"/> Legal rights, duties & responsibilities <input type="checkbox"/> Physical examinations <input type="checkbox"/> First aid <input type="checkbox"/> Fire safety plan/emergency procedures <input type="checkbox"/> Hazard reporting <input type="checkbox"/> Health & Safety rep/JHSC members <input type="checkbox"/> Personal protective equipment <input type="checkbox"/> Use of tools & equipment <input type="checkbox"/> General housekeeping <input type="checkbox"/> Smoking restrictions <input type="checkbox"/> _____ 	<ul style="list-style-type: none"> <input type="checkbox"/> Department functions <input type="checkbox"/> Department tour <input type="checkbox"/> Priorities <input type="checkbox"/> Reporting structures <input type="checkbox"/> Inter-departmental relationships <input type="checkbox"/> Security <input type="checkbox"/> Types of assistance available <input type="checkbox"/> What to do in an emergency <input type="checkbox"/> Performance evaluations <input type="checkbox"/> Specific duties & responsibilities <input type="checkbox"/> Specific worker legal responsibilities <input type="checkbox"/> Department occupational health & safety basics <input type="checkbox"/> Department safety rules <input type="checkbox"/> Information on hazards, controls, precautions & procedures <input type="checkbox"/> Use of tools & equipment <input type="checkbox"/> Materials/substances in use – hazards, handling, storage & disposal procedures <input type="checkbox"/> Labelling systems/warning signs/MSDS <input type="checkbox"/> Use & care of PPE <input type="checkbox"/> Housekeeping procedures <input type="checkbox"/> Work permit systems <input type="checkbox"/> Process hazards <input type="checkbox"/> Lifting & handling restrictions <input type="checkbox"/> Safe stacking of materials <input type="checkbox"/> Safety supplies & equipment <input type="checkbox"/> Defective or inappropriate tools <input type="checkbox"/> Correct use of guards <input type="checkbox"/> Safe use of ladders <input type="checkbox"/> Reporting incidents, injuries & illnesses <input type="checkbox"/> _____
<p>Supervisor Signature</p> <p>_____</p>	
<p>Employee Signature</p> <p>_____</p>	
<p>Date</p> <p>_____</p>	

Take note of any follow up actions required and record.



**Don't want to journey alone?
Call 1 877 494 WSPS (9777)**

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*You never get a
second chance to
make a first impression.*

— Will Rogers

NEW WORKER ORIENTATION GUIDE

Make your first impression count. Your new worker orientation sets the tone: for you, as the employer, and your expectations; and for your workers and how they see themselves as safe and productive members of your team.

A new worker can take many forms – newly hired, transferred, promoted, re-hired, temporary or contract employees, or a returning worker (for example: injury, illness, maternity leave, leaves of absence).

According to the Ontario Ministry of Labour, a new worker can be:

- Any new hire – permanent or temporary, including supervisors, with or without experience in your industry
- Your current workers who are assigned new jobs
- Student workers, co-op placements or apprentices
- Contractors and/or subcontractors
- Visitors to your workplace who need to know the general rules

Source: Ontario Ministry of Labour

Orientation isn't just a one-time event; it's about laying a foundation and building on it.

HOW TO ORIENT YOUR NEW WORKERS TO HEALTH & SAFETY

Everyone has a part to play when it comes to orienting and training new workers

Employers have a responsibility to allocate the necessary resources to support the orientation of new workers.

Supervisors ensure that new workers start on the right foot by giving them the right information, instruction, tools and support to do the job effectively and safely.

Co-workers can help by welcoming new workers and showing them how health and safety comes first.

New workers ask questions to ensure that they understand what's expected.

LAYING THE FOUNDATION (Before Starting Work)

TELL THEM

Tell your new workers about

- Your company's culture, values and commitment to safety – and what that looks like in your workplace.
- The Occupational Health & Safety Act, and the roles and responsibilities for the different workplace parties.
- Your policies and procedures, including specific standard operating procedures, as well as evacuation and emergency procedures.
- The risks/hazards in your workplace.
- Your hazard and incident reporting systems.
- The training they will be receiving and why.
- Your expectations – what it will take to be a safe and successful contributor.
- The health & safety resources that are available in the workplace.

SHOW THEM

Now that you've told them, **SHOW THEM** health & safety in action. Take your new workers on a tour.

TOUR ELEMENT #1: WHO'S WHO

- Introduce co-workers
- Introduce first aiders
- Introduce Joint Health & Safety Committee members/ Health & Safety representatives
- Introduce new workers to a mentor/supervisor/buddy

TOUR ELEMENT #2: WHAT'S WHAT

- Tour the facility and point out:
 - Eyewash stations, first aid stations, emergency exits
 - Examples of safety culture in action (people doing things right)
 - Hazard report forms
 - Health & Safety Board
 - Material Safety Data Sheets
 - Other health & safety resources
 - Personal Protective Equipment
 - Specific hazards

TOUR ELEMENT #3: HOW TO

- Demonstrate safety techniques and emergency procedures
- Show how to access the work area and provide a brief introduction on the proper use of equipment
- Share success stories
- Review Standard Operating Procedures (SOPs)

For additional resources and more information, visit www.wsps.ca

IT'S ALL ABOUT COMMUNICATION

Communication works both ways

- Provide feedback
- Make sure workers know how and why to report hazards and incidents.
- Encourage workers to ask questions – and not just when they're new.
- Any time something new is introduced into the workplace, whether it's a policy, procedure or new piece of equipment, communicate where to find the information and answers they need to do their job safely.

BUILDING ON THE FOUNDATION (Follow-up Activities After Starting Work)

TALK TO THEM

Engage new workers: Ask them how they're doing. Listen.

- Gather feedback through survey/quiz
- Recognize positive behaviour (formal or informal)
 - Certificate
 - License
 - Awards
- Periodically check their understanding (short-term, mid-term and long-term)
 - Review at 30/60/90 days
- Review safety orientation & training
 - Safety talks/rallies
 - Retraining/refreshers
 - Address concerns

WATCH THEM

Step back and observe: don't hesitate to rely on others to be your eyes and ears when you aren't present.

- Use the buddy system: supervisors, owners, co-workers, mentors, trainers, managers, the JHSC and H&S reps.
- Show and tell: "Show me how you do this, and tell me why you do it that way."
 - Look to see if they are following safe work practices (e.g. proper use of PPE, safe lifting procedures, ladder safety, etc.)
- Observe every day and perform spot audits
- Ask new workers to shadow experienced workers



MAKE IT YOUR OWN

- Remember, this is only a guideline. Use the elements from this resource to build an orientation program that reflects your workplace, your hazards and your policies.

NEED RESOURCES:

- Orientation Training