

Township of  
Langley



Est. 1873

Welcome to the Township of Langley

# Safety Orientation for New Employees

expect   
excellence



# What are your rights as an employee?



WORKING TO MAKE A DIFFERENCE  
worksafebc.com

**WorkSafeBC** has legislated the following basic rights that you should be aware of as an employee:

- The right **to know**
- The right **to participate**
- The right **to refuse** unsafe work



# What are our responsibilities for safety?

## Employer Responsibilities:

- Provide safe equipment and a safe work environment
- Provide safety training
- Provide Safe Work Procedures (SWPs) and Equipment Operating Guidelines (EOGs)

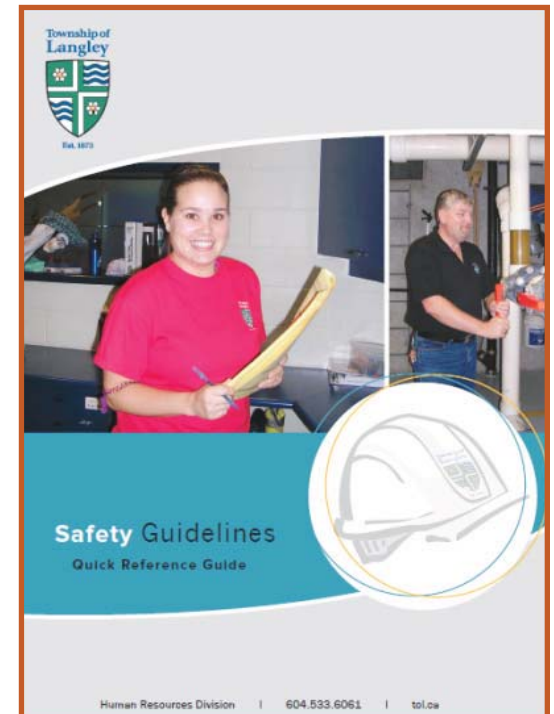
## Employee Responsibilities:

- Engage in safe work habits and work safely
- Wear the required safety gear
- Follow training instructions, SWPs, and EOGs; and ask if you don't understand!
- Report all hazards, incidents, and injuries to your supervisor



# Where can you find safety resources?

- Manager/Supervisor/Foreman
- Safety Advisor
- Safety Boards
- Joint Occupational Health and Safety Committee
- Safety Guidelines
- WorkSafeBC
- Township of Langley Intranet



# What safety training and education is offered by the Township?

- Safety Talks
- Staff Meetings
- Safe Work Procedures (SWPs)
- Equipment Operating Guidelines (EOGs)
- Process/Procedures training examples:
  - ✓ Forklift training
  - ✓ Chainsaw training
  - ✓ Violence in the Workplace
  - ✓ Confined Space
  - ✓ Respectful Workplace





# What are some of the safety events at the Township?



- NAOSH - North American Occupational Safety and Health Week (May)
- WHMIS - Workplace Hazardous Materials Information System Month (November)
- Certificate of Recognition Audit (annually)



As part of your orientation,  
your manager or supervisor will review with you,  
safety requirements specific to your department.

You will be required to sign off on a  
New Employee Safety Orientation form,  
which is mandated by **WorkSafeBC**.

Be sure to ask questions and stay informed!





# Human Resources Division

Township of Langley

Civic Facility - 4<sup>th</sup> Floor

20338 - 65 Avenue, Langley, BC V2Y 3J1

604.533.6061 | [tol.ca](http://tol.ca)

Hours of Operation

Monday to Friday • 8:00am - 4:30pm