



## Safety Talk #40



# New Employee Safety Orientations

Under WorkSafeBC Regulations, new and returning employees must be provided with a health and safety orientation.

Under the Township of Langley's New Employee Safety Orientation Program, all departments are responsible for ensuring specific divisional safety orientations are provided.

Those with supervisory responsibilities must conduct and document a departmental safety orientation for all new employees using the New Employee Safety Orientation Form.

**A new employee includes those who are:**

- New to the organization
- New to a division or department (transferred)
- Seasonal returning
- Student (work program)

These forms must be completed and sent to Human Resources to be kept in the workers employee file.

All new employees should be encouraged to attend the Township of Langley a Corporate Orientation session. The Corporate Orientation will outline general safety responsibilities including employee rights and responsibilities, due diligence, injury/incident reporting, WorkSafeBC Regulations, health and safety program and available resources. Managers/Supervisors can register all new employees in the upcoming sessions through Human Resources.

**Supervisors must ensure the following be reviewed with the new employee as covered on the New Employee Safety Orientation Form:**

- Name and contact info for Supervisor
- Reporting unsafe incidents/concerns/injuries
- Specific Division/Department procedures
- Use of equipment, vehicles and any products
- Workplace hazards and risks

- Department working alone procedures
- Workplace Violence Prevention procedures
- Personal protective equipment availability/location
- First aid location and summoning an attendant
- Emergency procedures including evacuation
- Health and safety program specifics
- Safe Work Procedures
- WHMIS
- Safety Committee Representative

All employees must be trained and authorized to use the various department equipment. Depending on the type of equipment, this may mean employees obtain certification from a recognized training facility. Once trained, an employee will only be authorized to use a piece of equipment when they have been observed competently and safely using it in a controlled training environment. All equipment authorizations require written documentation.

### Identified Field Partner

The Supervisor can identify a field partner for the new worker as specified on the New Employee Safety Orientation Form. Field partners must be knowledgeable in the work being performed and must ensure the new employee does not attempt to perform tasks they have not been authorized or trained to do.

Supervisors must monitor the safety performance of all employees including new employees. All safety concerns regarding an employee's performance must be immediately addressed.



**See the Township of New Employee Safety Orientation Program for more information.**