Purpose:

1   To ensure workers are aware of the existing and potential hazards they are likely to be exposed to in the workplace and the controls used to minimize exposure to these hazards.

Policy Statement(s):

2   Prior to or during their first day of work and before they are exposed to hazards, new transferring and returning workers must be made aware of the hazards as well as the methods to control these hazards in their workplace through a Health & Safety Orientation.

3   The health and safety orientation will include:
(i)   Overall philosophy
(ii) Health and safety policies and procedures
(iii) Information specific to work site/department
(iv) Occupational Health and Safety regulatory requirements
(v) Worker safety responsibilities including responsibility to refuse unsafe work
(vi) Job responsibilities
(vii)   Specific job hazards
(viii) Reporting
(ix) Forms

4   To indicate the worker's participation in and understanding of the orientation material, a signoff between supervisor and worker will be required.

References/Links:

1   2005-CA Occupational Health & Safety

Scope/Application:

1   This policy applies to all staff.

Authority/Responsibility to Implement:

1   The Human Resources Manager oversees the implementation of this policy.

2   Each Department Manager is responsible for implementing and monitoring this policy in their department. This includes ensuring all workers (employees, volunteers, and contractors) are aware of the requirements of this policy.

Inquiries/Contact Person:

1   HR Team Leader – Wellness & Safety

Policy Monitoring and Evaluation:

1   This policy will be reviewed and evaluated at least every three years with amendments made as required.

Document History:

Date:	Signature:	Title:
Approved: November 26, 2001		
Revised: October 2, 2006	"Norbert Van Wyk"	City Manager
Reviewed: April 10, 2012	"Marge Wray"	Human Resources Manager
Reviewed: September 13, 2019	"Kristy Svoboda"	Director of Human Resources
Reviewed: October 7, 2020	"Tracy Bruce"	Human Resources Manager