

Employee Orientation

EDUCATION / TRAINING / ORIENTATION

Town of
[COMPANY ADDRESS]

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Town of _____

Education and Training Policy Statement

Facilitating workplace education and training to employees at every level of the organization is very important to any health and safety management program. Employees are given the opportunity to be adequately informed about work practices, materials, equipment and the potential hazards that exist in any work environment.

The Town of _____ has developed an orientation program for new works as well as for workers transferring to new job tasks. This program properly introduces the company's OH&S program and identifies potential workplace hazards. The orientation covers Human Resource issues, standard operating procedures, personnel protective equipment (PPE) and other applicable general information. The orientation impresses on the employee, the company's expectations with respect to health and safety and the role of the individual in the program. The employee is introduced to the company's OH&S Policy Statement and is given the opportunity to have any question/ concerns addressed at that time.

Signed: _____

Date: _____

Town Manger

Town of _____

Employee Orientation Policy Statement

The Town of _____ is committed to a health and safe workplace for all its employees. Having the employees aware of the surroundings, working equipment and proper procedures in that worksite is a major factor in achieving this goal. The informed employee is a safe employee.

New employees will be orientated through the “New Employee Orientation” procedure.

The Town will provide, and employees will participate in all safety and related training that is necessary to minimize losses of human and physical resources of the Town.

This training will include, but not be limited to:

- New hire safety orientations;
- Job-specific training;
- Safety training for supervisors and management;
- Task and trade- specific training;
- Specialize safety and related training;
- Training will include employees who are transferring from one job to another within the Town’s employ
- Training and orientation will include employees who have been absent from the workplace for a period of time.

Safety begins with the properly trained and informed employee. All aspects of the new employee’s position will be thoroughly reviewed, to maintain correct communication within the workplace to increase safety awareness.

Signed: _____

Date: _____

Town Manager

TOWN OF _____

Safety Orientation Checklist

This checklist is a guideline for conducting a safety orientation for Town of _____ workers. Once completed and signed by the supervisor and the worker, it serves as documentation that a proper orientation has taken place.

Worker's Name: _____

Supervisor's Name: _____

Date Worker Started: _____

Date of Orientation: _____

Name: _____ Completed Orientation

Place a check in each box to indicate that the topic has been covered.

Explanation of the company safety program, including:

- Orientation
- On-the-job training
- Safety meetings
- Incident investigation and reporting
- Function of the safety committee (if there is one)

Notes: _____

Personal Protective Equipment

- Hard hats
- Safety glasses
- High visibility vests
- Rubber gloves
- Respiratory protective equipment
- Other protective equipment specific to job

Notes: _____

Lines of Communication and Responsibility for Reporting Incidents:

- When to report an injury
- How to report an injury
- To whom an injury should be reported
- Filing an incident report form
- Reporting "near misses"

Notes: _____

Worker Orientation Safety Checklist Review Hazards Specific to Job Duties

- Physical hazards (ladders, electricity, repetitive work, hot oil, etc.)
- Chemical hazards (cleaning chemicals, toxic substances, dust, paint, asbestos, etc.)
- Biological hazards (bacteria, viruses, fungi, mold, insects, etc.)
- Ergonomic hazards (work station design, lifting, repetitive movements, etc.)

Notes: _____

First Aid Supplies, Equipment and Training

- Obtaining first aid treatment
- Location of first aid stations
- Location and names of staff with first aid training

Notes: _____

Emergency Plan

- Exit locations and evacuation routes
- Use of firefighting equipment (extinguisher, hose)
- Specific procedures (medical, chemical, fire, etc.)

Notes: _____

Vehicle Safety Check Procedure

- Safety and speed regulations
- Operating license appropriate for vehicle

Notes: _____

Personal Work Habits

- Consequences of horseplay and not following the safety rules
- Inattention
- Smoking policy
- Good housekeeping practices
- Proper lifting techniques

Notes: _____

Other Health and Safety Items

Add any other health and safety items the worker needs to know about your workplace, such as security procedures for working alone. You may need to provide education and training for these at another time.

[] _____

[] _____

[] _____

Notes: _____

Information given to the worker, list below

OHS POLICIES	SAFE WORK PRACTICES (SWP)

The signatures below are evidence that the topics contained in this checklist have been discussed to the satisfaction of the worker and supervisor. Signing indicates that all parties accept responsibility for maintaining a safe and healthy workplace.

Supervisor's Signature: _____

Worker's Signature: _____

Date: _____