



University Students' Council of the University of Western Ontario **HEALTH & SAFETY ORIENTATION POLICY**

EFFECTIVE: 19th November 2013

SUPERSEDES: 15th November 2011

AUTHORITY: General Manager

RATIFIED BY: Executive Council
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RELATED DOCUMENTS:

- Health & Safety Training Policy

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PURPOSE

This Policy is created under the Human Resources Directive of Council, and reflects the USC's commitment to provide for legislative compliance and protection of the health and safety of USC employees.

1.00 SCOPE

- 1.01 This policy applies to all newly hired employees and to any employees (including acting positions) who are assigned new or unfamiliar work and/or equipment. Certain provisions of the policy (as indicated) also apply to students, volunteers, supplied labour, and contract employees.
- 1.02 Health and safety orientation is conducted for employees as soon as possible after accepting employment with the USC, and before the assignment of work that places their health or safety at risk.
- 1.03 Job-specific health and safety training is provided prior to employees commencing specific jobs they have not previously performed that places their health or safety at risk.
- 1.04 Employee attendance at health and safety orientation and job-specific health and safety training is documented as set out in the program standard and is readily accessible to those who require the information.
- 1.05 Job-specific health and safety training programs include written and/or practical evaluations which employees must successfully complete. A contact list is included in all training program materials to be distributed to participants.
- 1.06 This Policy enforces:
- (1) Regular evaluation of employee and supervisory familiarity with the requirements of job-specific health and safety training programs. *(It is important that employees are able to perform to the expected program standards.)*
 - (2) Regular evaluation and updating of health and safety orientation training and job-specific health and safety training programs.



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- (3) Certification of all new full and part-time staff as well as annual recertification training sessions for existing full and part-time staff.
- (4) Training will be conducted to address changes in applicable legislation.

2.00 DEFINITIONS

- 2.01 **“Health and Safety Orientation”** means acquainting employees and others to the USC's health and safety program and the hazards to which they may be exposed, and familiarizing those individuals with the USC's expectations regarding occupational health and safety and the roles and responsibilities of the workplace parties within the health and safety program
- 2.02 **“Job-Specific Health and Safety Training”** means a formalized training program geared to a specific job/task (e.g. confined space entry) that provides participants with the necessary knowledge and skills to perform the job/task safely.

3.00 ROLES AND RESPONSIBILITIES

3.01 Management Responsibilities

- (1) Ensure that all newly-hired employees under their supervision, and any employee assigned to their supervision through promotion or transfer, has completed health and safety orientation and any required job-specific health and safety training, prior to commencing work that places their health or safety at risk. (Employees reassigned to a supervisor may not need to attend orientation training.) For transferring employees, provide orientation regarding policies/procedures/practices that differ from those of the original work area.
 - i. When the employee has been absent from their position for an extended period of time, the employees' skills should be reassessed. Retraining or update training should be mandatory when, (1) the employee is not able to demonstrate the safe operation of the equipment, tool, etc., or (2) new equipment, tools, etc. have been introduced since the absence of the employee.
- (2) Communicate aspects of the attached program standard applicable to their work operations to those newly hired employees and employees with new tasks or equipment who report to them (e.g. tailgate sessions, staff meetings, training sessions, posting in the workplace).
- (3) Conduct operation specific orientation training as per the components of training outlined below.



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- (4) Attend and be familiar with all health and safety training programs required by employees under their supervision.
- (5) Monitor employees' performance to ensure the skills and knowledge are put into practice and for modifying training as needed.

3.02 Joint Health & Safety Committees

- (1) When consulted, provide input for the development and updating of both health and safety orientation and job-specific health and safety training programs.
- (2) Maintain current joint health and safety committee membership lists and post them prominently in their workplaces.
- (3) Both management and union members of joint health and safety committees should be encouraged and permitted to take part in the health and safety orientation.
- (4) Review and make recommendations on the health and safety orientation and job-specific health and safety training programs within the area of their responsibility.

3.03 Human Resources Responsibilities

- (1) Develop and deliver on a regular basis, generic health and safety training programs to assist departments in meeting their responsibilities under this policy.
- (2) When developing new training programs and revising existing programs, build in participant evaluations, either written and/or practical.
- (3) Lead in the development of health and safety orientation information and post this information on the shared folder.
- (4) Provide consultation in the design and/or delivery of health and safety orientation and job-specific health and safety training programs, in accordance with the accompanying training standard, in conjunction with the respective joint health and safety committee(s).
- (5) The Health & Safety Coordinator will update and maintain training records.
- (6) The Health & Safety Coordinator will make the training records available to departments, joint health and safety committees and the Ministry of Labour, upon request.

4.00 COMPONENTS OF TRAINING



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4.01 Health & Safety Orientation Training shall include:

- (1) Health & Safety Policy
- (2) Employee Responsibilities and Rules
- (3) Standards and Procedures for:
 - i. Reporting injury/illness
 - ii. Reporting hazards
 - iii. Emergency response
 - iv. Early and Safe Return to Work
 - v. JHSC/Worker Health and Safety Representative activities
 - vi. Refusal to Work
 - vii. Workplace Violence and Harassment

4.02 Operation Specific Orientation Training shall include:

- (1) Workplace Tour including:
 - i. Introduction to JHSC/Worker Health & Safety Representative for the work area
 - ii. Emergency equipment, exits, first aid stations, etc.
 - iii. Health & Safety Board and postings
- (2) Training in the following areas:
 - i. Review of assigned job activities
 - ii. Review of operating instructions for equipment/process
 - iii. Review of hazards and controls
 - iv. Review of any safe operating procedures / safe work instructions
 - v. Time frames for training completion



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- vi. A qualified person should deliver the training

5.00 PARTICIPANT EVALUATION

- 5.01 Employees will demonstrate their comprehension of the training material through completion of a quiz in each area which shall be graded and placed in their employee file.
- 5.02 The completed quizzes will act as a record of completion for health and safety orientation training.

6.00 COMMUNICATION

- 6.01 This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

7.00 EVALUATION

- 7.01 This policy will be evaluated on an annual basis through the Continuous Improvement Plan.