



**CONSTRUCTION SAFETY
EDUCATION PROGRAM
#11**

EMPLOYEE ORIENTATION GUIDELINE



This education program was designed to assist companies in developing an employee orientation package.

This information is general and is to be built on and changed as required.



WHY are Orientations important?

The safety orientation is the most important communication tool that management has to make clear the safety expectations and responsibilities. To ensure everyone knows how hazards will be identified; communicated and controlled.

Every company or sub-contractor on any construction site is classified as an “employer” under the WSH Act – and have the same legal duties and responsibilities. In a nutshell, employers must ensure the safety and health of their workers and ensure that their actions (or lack of action) do not cause anyone else harm.

By law, each employer must abide by the WSH Act, Regulations. Systems should be in place to:

- Share required information necessary to Identify; Communicate and Control hazards
- Ensure workers are supervised by a competent person (training or experience)
- Ensure workers are competent to perform the tasks assigned (instruction and training)
- Ensure tools and equipment are maintained properly
- Ensure PPE is provided and worn.

Further, each Employer is responsible to ensure plans are in place and their workers are aware of the following minimum emergency procedures:

- Providing first aid to the injured
- Providing transportation to medical aid for the injured
- Conducting initial attack fire fighting; and
- Promptly contacting outside agencies for assistance.

Quite simply, every person on the jobsite has three basic and fundamental rights:

- The Right to Know – about the existing and potential hazards they may encounter in the course of their work
- The Right to Participate – in their own health and safety (in construction, every employer, on every jobsite, must designate a Worker Safety Rep)
- The Right to Refuse – dangerous or unsafe work

With these rights also comes ‘responsibilities’ that must be followed. Number one is to ensure that the work you do does not cause YOU or anyone else injury. You must also follow the instructions and/or training received; wear appropriate PPE; use tools and equipment in the manner in which they were intended and as mentioned – identify; communicate and control hazards.

Generally, new workers should receive a company **NEW HIRE ORIENTATION** on the very first day of work (it should be the very first thing that is done – prior to assigning any task). Information and discussions should be conducted in an unhurried fashion and in a location where there will be no interruptions. Company Policies; procedures; rules; hours of work; rate of pay; responsibilities; discipline, etc need to be made very clear to all new hires.

In construction, another type of orientation is VERY Important – a **SITE ORIENTATION**. No two construction sites are every the same, there is always changes that occur - changing people; equipment; materials; environment. In fact, no two days on the same construction site are every the same!!!

The site orientation initially allows workers to be aware of the minimum emergency procedures as well as their safety expectations and responsibilities.....HOW hazards will be identified; communicated and controlled. Changing conditions can be further identified by ongoing hazard assessments and inspections.

SITE ORIENTATION FORM–Check each box that has been discussed. Sign to acknowledge understanding

Employee Name: _____ **Date:** _____

	Yes	No	N/A
Explanation of the jobsite	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Procedures:			
Emergency Exits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Muster Point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reporting of ALL Incidents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shown Location of:			
First aid Kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Extinguishers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Telephone and Phone Numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Material Safety Data Sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toilets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunchroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WHMIS Review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review of Site Specific Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Required Personal Protective Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tool Handling / Storage / Tag-out System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explanation of Employee Rights and Duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disciplinary Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Introduction to:			
Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety and Health Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Aid Personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employee Signature: _____ **Supervisor Signature:** _____