

New on the Job??? Hiring New Employees??? Keep this in Mind!

Every employee in the workplace has three fundamental workplace rights:

- 1) **The Right to Know** – about any hazards and / or unsafe situations in the workplace
- 2) **The Right to Participate** – in their own health and safety
- 3) **The Right to Refuse** – any dangerous or unsafe work in the workplace

No matter how new you are to your job, or whether you are a young or seasoned worker, you have the right to exercise any and all of these rights at **ANY** time! You can not be discriminated against or penalized by your employer for exercising any of your worker rights.

ALL Training is SAFETY Training!

New employees must have an **ORIENTATION** before they begin work; they must also be orientated with any job sites that they work on. Before work begins, make sure to review (at least) the following:

- ☞ The company safety policy and manual – what it says and where it is
- ☞ Known hazards associated with the job / jobsite
- ☞ Required personal protective equipment (PPE) – basic requirements, and any specialized equipment that may be necessary
- ☞ Emergency procedures – where the muster point is, who is trained in First Aid, what the process is for incident reporting, where the First Aid kit is, where fire extinguishers are located
- ☞ WHMIS – what controlled products are used on the job, and what are the hazards associated with them
- ☞ Safe job procedures – where they are kept and what information is in them
- ☞ Who is the person on-site to go to with safety questions

Employees may require **JOB-SPECIFIC** training from their supervisor for tasks such as:

- ☞ Forklift or Aerial Lift operation
- ☞ Use of certain tools and / or equipment
- ☞ Working in / around confined space
- ☞ Working at heights

Communicate with your employees through **SAFETY MEETINGS** and **TOOLBOX MEETINGS** to ensure that they understand how to perform their job safely! Workplace Safety and Health requires all construction sites with more than 5 employees to conduct toolbox meetings that are equivalent to 30 minutes every two weeks. Document and post your meetings!

Visit our website for samples of toolbox meeting forms, as well as a list of possible toolbox talk topics – complete with a written test for verification!

Have a safe (and busy) summer!