**Purpose**

In order to develop a successful and strong safety culture, where workers are informed and feel empowered to speak up about their health, safety and wellness. All employees shall receive instruction on the hazards they may face on the job and the controls that are in place. Job hazards and safety procedures shall be explained to each employee before they begin work. The new hire orientation program provides the necessary information to ensure staff are equipped to work safely while providing the best possible service to our [patients/residents/clients].

**Policy**

There shall be an organized orientation program to ensure that all staff receive orientation upon hire and that the orientation program covers all general and site-specific training and information required. All newly hired, transferred, and promoted employees, including employees returning from extended leaves, shall be provided with a health and safety orientation appropriate to their assigned tasks so they are able to work in a healthy and safe manner. If an employee’s duties have change, they shall receive health and safety orientation specific to their new duties.

**Definitions**

**Responsibilities**

Managers/ Supervisors have the responsibility for properly training employees to ensure that everyone works safely and maintains healthy and safe working conditions.

**Procedure**

1. All newly hired staff shall participate in the general orientation prior to starting work. [refer to checklist]
2. All newly hired, transferred, promoted or employees returning from an extended leave shall attend a department specific orientation that addresses the responsibilities required for their position. [refer to checklist]
3. The orientation and training will comply will all applicable legislation, regulations, and codes.
4. The facility will create a training program that shall include but is not limited to the following:
   1. Health and Safety Policy
   2. Employee rights, duties and responsibilities
   3. Reporting work-related injury, illness, and/or diseases
   4. Reporting existing hazards and potentially unhealthily or unsafe conditions
   5. Emergency Response plans
   6. Joint Health and Safety Committee
   7. Workplace Violence and Harassment policies, procedures and prevention plans
   8. Personal Protective Equipment
   9. Lifting
   10. Disability management and Return to Work
5. Orientation programs shall be reviewed and revised annually or more frequently in order to reflect the changing needs of the [patient/resident/client] population and the learning needs of new staff.
6. There shall be a system in place for those providing general orientation and department-specific orientation to document the information they have provided to each new employee. Each new employee shall acknowledge by signature the information they have received. (orientation checklists)
7. All the items on the orientation checklist must be completed within the orientation timeframe. Once all the items on the checklist are completed the completed checklist will be filed in the employee file.

Employees will be made aware of and be trained on workplace health and safety on an ongoing basis. Areas that should be addressed on a continual basis include:

* + Training on any new/revised legislation as required.
  + Advised on any changes in health and safety policies and procedures.
  + Review/Train annually on all applicable policies, procedures, programs, and process as required by any relevant legislation, regulation, code, or standard.
  + Correct/commend health and safety performance, as appropriate.
  + Encourage employees to read the Health and Safety bulletin board

**Orientation time frames:** [Organizations can list all positions and their corresponding orientation lengths]

|  |  |  |
| --- | --- | --- |
| Position | General Orientation (days) | Site/Unit Specific Orientation (days) |
| **Senior Management:** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Management:** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Staff:** |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |

**Forms/Appendixes** [Organizations would list forms, checklist and policies that are associated with this policy]

* Orientation checklists (see various CCSA template)

**References**

Alberta Occupational Health and Safety Act, June 1, 2018

Health and Safety Programs, Government of Alberta Bulletin, October 2019