**Purpose**

[Organization’s name] is committed to the health and safety of persons at or in the vicinity of [site name, if multiple sites, indicate this policy covers the organization] including those workers not engaged in the work of that employer but present at the work site and all other persons at, or in the vicinity of [site name] who may be affected by hazards originating from [site name].

[Organization’s name] will ensure all persons working or visiting [site name] receive a health and safety orientation to ensure their safety while working or visiting [site name].

**Policy**

Other work site parties are required to receive a health and safety orientation prior to starting work at [site name]. The health and safety orientation for contractors and/or other employers must cover all critical health and safety information to ensure their safety and the safety of others. Those visiting [site name] will be provided an orientation to ensure their safety and the safety of others while visiting the work site.

**Definitions**

**[Select appropriate definitions for your organization structure]**

* **Contracting Employer:** a person, partnership, or group of persons who, through a contract, an agreement or ownership, directs the activities of one or more employers or self-employed persons involved in work at a work site.
* **Self-employed person:** a person who is engaged in an occupation but is not in the service of an employer for that occupation.
* **Volunteers:** Volunteers who perform or supply services for no monetary compensation for an organization or employer.
* **Student:** A student is considered to be a worker when that student is engaged in learning activities for which they are paid or are engaged in a work program where the student is placed with an employer/organization for no monetary compensation.
* **Visitor:** Any person at the work site who is not under the direct control of the employer (e.g. courier, service provider, family etc.).

**Responsibilities**

* **Employer (Managers/supervisors):** required to, as far as it is reasonably practicable to ensure the health and safety of all other work site parties present at the work site. [The title or role of person responsible] will ensure contractors and/or self-employed are provided orientation prior to commencing work site activities by using [indicate name of form or checklist]
* **Prime Contractor and/or Self-Employed:** Prime contractor and/or self-employed persons that direct work activities at a work site shall ensure, as far as it is reasonably practicable to do so, that their employees comply with [Organization’s name] policies and the OHS Act, Regulations and Code.
* **Suppliers:** even if not present on the work site, also play a role as they shall ensure, as far as reasonably practicable to do so, that any tool, appliance or equipment that the supplier supplies is in safe operating condition; and that any tool, appliance, equipment, designated substance or hazardous material supplied complies with the legislation.
* **Visitors/Volunteers:** take reasonable care to protect the health and safety of themselves and other persons at or in the vicinity of the work site. They must comply with the Act, the regulations and the OHS code, as well as follow [site name] health and safety practices, are aware of hazards and any controls that are required**.**

**Procedure**

**All other work site parties will complete an orientation checklist prior to commencing any activities.**

1. **Prime contractor and/or self-employed**
	1. The [title of role] or designate will review with each prime contractor and/or self-employed all sections of the orientation checklist and indicate completion by initialing each area.
	2. Specific requirements for the contractor and/or self-employed will be reviewed in detail
	3. The orientation checklist will be signed by the contractor and/or self-employed person(s) and a copy provided to the individual(s)
	4. The completed orientation checklist will be placed in the contractor file in [department it will be placed in, such as HR, Maintenance]
2. **Volunteers and/or Students**
	1. The [title of role] or designate will review the [name of orientation/checklist for volunteers/students] with individual and indicate completion by initialing each area
	2. Specific training to assist each individual in meeting the responsibilities of their role shall be provided prior to starting any activity.
3. **Visitors**
	1. Will be provided an [orientation brochure / health and safety information] upon signing in to [site name]. Ensure that the information is available at reception where visitors sign in.
	2. Ensure information such as hand hygiene, fire procedure etc. shall be posted in visible areas at the site.

**Forms/Appendixes**

* Other Work Site Parties Monitoring Form (see CCSA template)
* Other Work Site Parties Orientation checklist (see CCSA template)
* General Orientation Policy (see CCSA template)
* Visitor Health & Safety Information (see CCSA Template)

**References**

Alberta Occupational Health and Safety Act, Regulations and Code. 2023

Occupational Health and Safety Management Systems: Basics for Auditors 2023

Are students and volunteers workers Alberta Government Bulletin 2022