**Appendix 1.3 - Training Orientation Guide**

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| Title: Training Orientation Guide | Date of Issue: Nov.11, 2009 |

All employees, regardless of the level in the organization, must receive health and safety orientation, this applies to:

* Newly hired employees
* Employees returning from an extended absence
* Employees hired on a contract basis
* Student employees
* Supply of labor employees

The following persons carry out orientation:

* Manager Safety and Human Resources
* Project Manager/Foreman

Orientation on health and safety must be completed within the first two weeks of hire.

Components of training will include:

* Health and safety policy,
* Employee responsibilities and rules,
* Standards and procedures for
  + Reporting injury and illness
  + Reporting hazards
  + Emergency plan
  + Early and safe return to work
  + Occupational Health and Safety Act including Rights as a worker
  + Joint health and safety committee
  + Specific responsibilities for level of authority

**Evaluation**

To be conducted after three months by the employee’s manager/foreman.

**Records of training.**

All training will be recorded on the Orientation checklist. Training records will be kept in the employee personnel file.