**EMPLOYEE ORIENTATION**

**Introduction**

As a part of the <company> Health and Safety Management System all employees working at our facilities must receive a health and safety orientation. <company> employees are a unique group that could be working at one or all of our locations. To meet the needs of this group of individuals <company> has created this employee Orientation.

Managers will ensure a **full** orientation is completed with their employee when they start working at one of our facilities.

If an employee is asked to work at another <company> facility after they received their full orientation, it is the responsibility of a person at the other facility to go through **Section I** **only** and sign off at the bottom of the section.

**NOTE: A copy of all completed orientations must be sent to the Health and Safety Training Administrative Assistant or be emailed to** **xyz@company.ca****. The original is to be kept by the employee for future reference.**

**\*A separate employee orientation form must be completed for each <company> facility that the employee is working in.**

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| **Section I – Facility Tour** |
| **Employee Name:** | **Orientation Date:** |
| **Employee Position/Department:** | **Employees Direct Supervisor:** |
| **<company> employee conducting orientation:**  | **<company> Facility\*:** |
| **Item** | **C:\Users\Marg.jablonski\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\5SDGRTTE\MC900434665[1].wmf** | **Employee Instructions** |
| 1. **Facilities Tour** – all employees must receive an appropriate facility tour as part of their health and safety orientation. When the employee is required to work at a different <company> facility they must also be oriented to that facility.
 |  | Each tour should include:* Site Specific Hazards
* Off Limit Areas
* Muster Point(s)
* Severe Weather Shelter(s)
* Emergency Response Binder & Escape Plan Maps
* First Aid Kits
* Facility contact personnel for problems with HVAC, AV, computers, etc.
* Washrooms
* Lunch facilities
* Other (please identify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| Employee Signature:  |

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| ***Section II – All Employees*** |
| **HSE Element** | **C:\Users\Marg.jablonski\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\5SDGRTTE\MC900434665[1].wmf** | **Employee Instructions/Notes** |
| **Element A – Management Involvement and Commitment****HSE Policy –** Review the <company> Health, Safety and Environmental Policy |  | * Included in HSE Orientation package
* Ensure that the HSE policy is current and dated
* A copy is located on the <company> Blog

READ IT! |
| **Element B – Hazard Identification and Assessment Element****Element C – Hazard Control****Hazard Management** – All employees for <company> are responsible for the health and wellbeing of themselves and others while on the job. Employees must apply the hazard identification and assessment training to their work. The following Hazard Assessment and Control training must be completed by all employees;*(examples only)** *Work Safe Alberta’s Hazard Assessment and Control Video*
* *Enform’s Info Sessions on Hazard Management and Control*
* *<company>’s Hazard Assessment and Control Exam*
 |  | * **Hazard Assessment and Control training video** can be found at <http://humanservices.alberta.ca/elearning/hazard/Hazard.htm>
* Enform’s Info Sessions can be found at;

[*http://www.youtube.com/watch?v=hsJBNFFv67A*](http://www.youtube.com/watch?v=hsJBNFFv67A)and<https://www.youtube.com/watch?v=sHePlG4c_Vc> * Take the corresponding exam included in this package\*.
* Information and copies are available on the <company> blog.

\*Exams and orientation paperwork are to be forwarded to the Health and Safety Administrator or xyz@company.ca for marking and filing. Learn IT! |
| **Element D – Training****Training –** All employees are required to complete the following training/orientation 1. PST: The Petroleum Safety Training (PST) course will provide you with information on health and safety hazards and how to control them so that work can be completed safely. It discusses the legal framework that employers must follow and focuses on workers' and employers' responsibilities with respect to health and safety at work\*.
2. Ergonomic Training (Work Safe Alberta’s “Backs and Bums”)
3. Hazard Assessment and Control Training (Element B/C)

As well, all employees must be aware of the following information1. Working Alone
2. Imminent Danger
3. Disciplinary Action and Procedures
4. Right to Refuse Unsafe Work

\* Employees must adhere to all HSE regulations that apply to workers while in our facilities.  |  | * The **PST** can be completed through <company>’s on-line training, and must be completed within your first week.
* The **Backs and Bums training video** can be found at <http://humanservices.alberta.ca/elearning/ergonomics/data/ergonomics.html>
* Take the corresponding exam included in this package.
* Information and copies are available on the <company> blog.

Learn IT!* An information sheet is included in HSE Orientation package
* Copies are located on the <company> Blog

READ IT! |

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| **Element E – Emergency Response Plan (ERP)****Emergency Response** – As a part of the facilities tour the employee will be made aware of the location of the facility emergency response plan and directed towards evacuation maps (i.e. placed at the elevator doors in Calgary). It is the department manager’s responsibility to ensure that this plan is reviewed with the employees at least once per year\*. In the event of an emergency the employee is responsible to follow the emergency response instructions. \*June is <company>’s Emergency Response Month. ERP specific information will be shared during this month. |  | Employees should follow the following instructions:* Evacuate and report at the Muster Area
* Report to the On Scene Commander on status of visitors or students

Please visit the Health and Safety Training Administrator for an ERP sticker for your computer and fill it out accordingly. This will help you understand your responsibilities in an emergency. GET IT! |
| **Element F – Incident Reporting and Investigation****Incident Reporting and Investigation** – All employees are responsible for reporting incidents here at <company>. We use the A.C.T.I.O.N (Awareness, Change, Teach, Initiate, Observe, Notify) card when reporting any event, including abusive/disrespectful/potentially violent customer interactions, or events causing personal injury that results in, or could have the potential to result in lost time, medical aid, first aid, or restricted duty.  |  | * Included in HSE Orientation package
* Ensure that you go through this template with your Manager and that you understand how it is to be used.
* A copy is located on the <company> Blog

READ IT! |
| **Element G – Communication****Communication** – Managers will communicate health and safety information to employees on a monthly basis. It is important to be aware of the monthly safety topics and to discuss these with your colleagues, friends and families. The <company> blog contains past safety topics that may be of interest to you and your family.HSE Manual – <company>’s Health and Safety manual can be found on the <company> blog. It is important that each employee knows what this manual includes and where a copy can be found.  |  | * Discuss with your Manager when and where the monthly safety meetings are held for your department.
* The <company> blog contains monthly safety topics.

DISCUSS IT!* The <company> HSE Manual contains the standards and procedures that are expected of employees while working at <company>.
* A copy of the HSE manual can be found on the <company> Blog.

READ IT! |

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| **Section II – Situation Specific****\*Please note that if the employee position answers yes to any of the below, the manager is responsible to ensure the necessary information and/or policies have been discussed and, if necessary, signed and returned to the Health and Safety Training administrator or sent to** **xyz@company.ca****.**  |
| **Item** | **C:\Users\Marg.jablonski\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\5SDGRTTE\MC900434665[1].wmfor N/A** | **Employee Instructions/Notes** |
| 1. **Working alone in <company> facilities** – Some employees may be required to work in our facilities without other <company> employees being present. Prior to any employee working alone in an <company> facility, management awareness and permission is required**.**
 |  | * Please read awareness sheet on working alone.
 |
| 1. **Journey Management –** Employees that travel on behalf of <company> are asked to check-in with their manager before, after and if necessary, mid way through their travel period. Please note that according to <company>’s Driving and Cellular Phone Use Policy the use of cellphones and blue tooth devices are strictly prohibited.
 |  | * Please discuss this with your Manager before any work related travel.
* Please discuss and sign <company>’s Driving and Cellular Phone Use Policy.
 |
| 1. **PPE and Safety Equipment use**- <company> will supply all PPE and equipment required. This equipment is inspected on a regular basis by <company>. Employees are responsible to ensure that any defective equipment is removed and tagged as to the defect. Report defective equipment to their manager
 |  | * Please discuss specific PPE needs and requirements with your Manager.
 |
| 1. **Safe Work Procedures** – Some positions have safe work procedures required to do complete their job.
 |  | * Please discuss all safe work procedures that pertain to your job position with your Manager.
* The HSE Manual has a number of safe work procedures and practices.
 |
| I acknowledge that I have read and complied with the above <company> employee orientation. |
| Employee Signature:  | Date:  |
| I acknowledge that I have supplied the employee with the necessary information to complete the above orientation. |
| <company> Manager: | Date: |