

Organizing an Orientation

The following chart gives an example of organizing an orientation. Adapt it to suit your needs.

General Orientation:

Hours of work & time keeping	Pay Procedures	Collective Agreement	Annual Vacation	Public Holidays	Sickness and Absences
Employment Contract	Telephone	Parking & Public Transport	Smoking Rules	Lunch Facilities	Locker Rooms & Washrooms
Workplace Tour & Introductions	Personal Information Form	Computer Use	Security	Social Activities	Introduction of the worker's 'Buddy'

General Health and Safety Orientations; required information:

Workplace Hazards	General Duties of Employer	General Duties of Worker	Right to know, participate and refuse	What to do with concerns	Procedure for exercising the right to refuse
Roles of Worker in the OH&S System	Safety & Performance Evaluation	Policies, Programs & Procedures	Harassment Policy	Violence Policy	OH&S Program
Regulations Applying to Job	Location of Legislation	Workplace Committee or Representative	How to Contact Committee or Representative	Committee Bulletin Board	Right to contact an Occupational Health officer

General Health & Safety Training:

Emergency Procedures	First Aid Facilities	Associated Safety Rules	Housekeeping Requirements	Prohibited Restricted Areas	General WHMIS Information
MSDOS & how to Access them	Specific WHMIS Training	Reporting Accidents and near misses			

Workplace-specific Health & Safety Training:

How to do the Job Safely	Specific Regulations	Specific Work Rules of the Employer	Handling Controlled Products	Handling Other Products	Personal Protective Equipment (PPE)
Emergency Showers, etc..					