

TANTRAMAR POLICY NUMBER: 2023-05	Pages: 3
Administered by: Chief Administrative Officer	Subject: Safety Orientation Policy
Effective Date: October 10, 2023	

Purpose:

All new employees working for Tantramar are required to attend safety orientation on their first day of employment. The employee safety orientation will provide guidance, direction and essential health and safety information to new employees to promote the importance of maintaining a health and safety environment within Tantramar. Employee orientation will provide information concerning corporate and departmental procedures and codes of practice, and orient new employees to the workforce.

Definitions:

New Employee is defined as any person who is:

- New to a position or place of employment
- Returning to a position or place of employment in which hazards have changed during the employee's absence
- Affected by a change in the hazards of a place of employment

Application:

This policy applies to all management, staff, new employees (full and part-time), returning employees, casual employees, students, volunteers, contractors, and members of Council.

Safety Orientation for Members of Council will be part of the municipal orientation sessions and also will be communicated to Council following their Oath of Office.

APPENDIX "A"

SAFETY ORIENTATION GUIDELINES

All new employees will meet with their department manager or supervisor and will be informed about their rights and responsibilities as outlined under the OHS Act and its regulations. New employee safety orientation will include specific information and training on:

Contact Information: Names, phone numbers, emails of employee's supervisor and other Tantramar personnel, including emergency contact information.

Joint Health and Safety Committee (JHSC): Introduce the employee to the committee members, along with their contact information and outline the JHSC's role in helping management maintain a healthy and safe workplace.

Rights and Responsibilities: Explain both the employee and employer responsibilities as outlined in the OHS Act. Specific information includes:

- Reporting of incidents
- Reporting unsafe working conditions
- Process for exercising their right to refuse unsafe work

Procedures and Codes of Practice: Explain the company's procedures and codes of practice as it pertains to the employee's job and department. Outline the expectations for the employee and the employee's supervisor to adhere to all standards (OHS Policy Manual for Tantramar).

First Aid: Introduce first aid providers, indicate areas for first aid kits or room, explain to employees how to summon first aid for themselves or for a co-worker.

Accident/Injury Reporting Procedures: Review the company's emergency personnel contact info; evacuation plan, including exit routes; evacuation signals and sirens; location of eyewash stations and showers, fire extinguishers, and alarm pull boxes; identify fire marshal(s); and identify exposures. Other procedures may include:

- Bomb threats/suspicious packages
- Threatening, violent or disruptive behaviours
- Chemical spills, gas leaks.
- Debriefing assistance for critical incidents (EAP)

Personal Protective Equipment (PPE): Review the required PPE (legal) standards for specific jobs or job tasks, including the appropriate use, fitting, storage, and maintenance for assigned jobs. (for example, WHMIS training as required by Regulation 88-221).

APPENDIX "B"

EMPLOYEE SAFETY ORIENTATION SIGN-OFF SHEET

EMPLOYEE NAME: _____

SUPERVISOR NAME: _____

DATE OF SAFETY ORIENTATION: _____

I acknowledge that I have been provided with Tantramar's employee Safety Orientation as required by Tantramar Policy 2023-05.

EMPLOYEE SIGNATURE: _____

SUPERVISOR SIGNATURE: _____

The original signed employee safety orientation sign-off (Appendix B), will be placed in the employee's personnel file.