

## **700.5 Workplace Health and Safety – Orientation and Training**

### **Policy**

All Division employees will receive appropriate orientation and training for their jobs or assigned tasks.

### **Regulations**

1. In the selection of new employees, every effort shall be made to hire qualified candidates.
2. Job-specific training shall be implemented in situations when it is determined that an employee fails to demonstrate competency in their assigned tasks. Such training shall also be conducted, when appropriate, when an employee is:
  - 2.1. newly hired;
  - 2.2. assigned to new or different tasks; or
  - 2.3. moved to a new site or location.
3. Job-specific training shall be documented.
  - 3.1. Training documentation must be forwarded to the Department of Human Resources.
4. All new employees shall receive an appropriate orientation to the Division.
  - 4.1. The orientation to the Division shall be provided by Division personnel.
  - 4.2. The orientation to a school or worksite shall be provided by the employee's administrator/supervisor.
  - 4.3. A substitute employee shall receive an appropriate orientation to the Division and to the specific school, program or site on or before arrival.
5. All orientations for new employees must incorporate a safety orientation which shall include but is not limited to:
  - 5.1. an introduction to Division Workplace Health and Safety Policies, Procedures and Rules;
  - 5.2. emergency procedures and how to obtain first aid assistance;
  - 5.3. a review of hazard assessments and controls relevant to their new position;
  - 5.4. procedures and requirements for reporting hazards or incidents;
  - 5.5. a review of the Division Transportation and Maintenance Program and Volunteer Driver Policies;
  - 5.6. Right of refusal of dangerous work, subject to the Alberta Occupational Health and Safety Act.;
  - 5.7. where to obtain more health and safety information;

- 5.8. Alberta Occupational Health and Safety Responsibilities; and
- 5.9. a method to determine the new employee's level of comprehension regarding the orientation materials.
6. Employee orientations shall be documented.
  - 6.1. Completed and signed orientation forms will be forwarded to the Associate Superintendent, Human Resources.
7. Mentorship programs may be provided for employees where appropriate and shall be the responsibility of the Superintendent or designate.
8. A contractor services safety orientation shall be provided to a contractor representative prior to the commencement of any work done by a contractor who is new to working within the Division.
9. Contractor orientations shall be documented.
  - 9.1. Completed and signed orientation forms shall be forwarded to the Associate Superintendent, Business Affairs.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

### References

Division Policies: 700.3.1 Use of Private Vehicles and Volunteer Drivers  
Other: Alberta Occupational Health and Safety Act