**Instructions:**

**Step 1:** Complete each section of the orientation program in full for all workplaces and tasks/situations.

**Step 2:** Cover each numbered section with each worker but only address the topics within each section that apply. Some sections or topics within each section (i.e. violence in the workplace, working alone, specific safe work procedures) may not be applicable in a given workplace or for the specific task/situation the worker will be performing. Address sections and topics according to applicability.

1. **Supervisor name and contact information**

The worker(s) must know the identity of the individual(s) responsible for providing work direction to him/her, and how to contact him/her if they are not immediately available.

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| **Supervisor** | **Area of Responsibility** | **Method of Contact** | |
| **Telephone #** | **Other** |
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1. **Rights and responsibilities**

The worker(s) must be informed about his/her rights and responsibilities and those of the employer under the Workers Compensation Act and the Regulation. Review the rights and responsibilities for employers, supervisors and workers, worker’s right to refuse work, worker responsibility to report hazards and where to find the WCA and OHSR with each worker.

**General duties of employers, supervisors and workers (WCA 114-116)**

**General duties of employers (WCA section 115)**

Every employer must:

* Comply with this part of the WCA, the OHSR and any applicable orders.
* Ensure the health and safety of all workers, and any other workers present at a workplace at which that employer's work is being carried out.
* Remedy any workplace conditions that are hazardous to the health or safety of the workers.
* Ensure that the workers are made aware of all known or reasonably foreseeable health or safety hazards to which they are likely to be exposed by their work.
* Establish occupational health and safety policies and programs in accordance with the regulations.
* Provide and maintain in good condition protective equipment, devices and clothing as required by regulation and ensure that these are used by the workers.
* Provide to the workers the information, instruction, training and supervision necessary to ensure the health and safety of those workers in carrying out their work and to ensure the health and safety of other workers at the workplace.
* Make a copy of this Act and the regulations readily available for review by the workers and, at each workplace where workers of the employer are regularly employed, post and keep posted a notice advising where the copy is available for review.
* Consult and cooperate with the joint committees and worker health and safety representatives.
* Cooperate with WorkSafeBC, officers of WorkSafeBC and any other person carrying out a duty under this Part or the regulations.

**General duties of supervisors (WCA section 117):**

Every supervisor must:

* Comply with this part of the WCA, the OHSR and any applicable orders.
* Ensure the health and safety of all workers under their direct supervision.
* Be knowledgeable about this Part and those regulations applicable to the work being supervised.
* Ensure that the workers under his or her direct supervision are made aware of all known or reasonably foreseeable health or safety hazards in the area where they work.
* Consult and cooperate with the joint committee or worker health and safety representative for the workplace.
* Cooperate with WorkSafeBC, officers of WorkSafeBC and any other person carrying out a duty under this Part or the regulations.

**General duties of workers (WCA section 116):**

Every worker must:

* Comply with this part of the WCA, the OHSR and any applicable orders.
* Take reasonable care to protect their health and safety and the health and safety of other persons who may be affected by their acts or omissions at work.
* Carry out his or her work in accordance with established safe work procedures as required by this Part and the regulations.
* Use or wear protective equipment, devices and clothing as required by the regulations.
* Not engage in horseplay or similar conduct that may endanger the worker or any other person.
* Ensure that their ability to work without risk to his or her health or safety, or to the health or safety of any other person, is not impaired by alcohol, drugs or other causes.
* Report to the supervisor or employer any contravention of this Part, the regulations or an applicable order of which the worker is aware.
* Report to the supervisor or employer the absence of or defect in any protective equipment, device or clothing, or the existence of any other hazard, that the worker considers is likely to endanger them or any other person.
* Cooperate with the joint committee or worker health and safety representative for the workplace.
* Cooperate with WorkSafeBC, officers of WorkSafeBC and any other person carrying out a duty under this Part or the regulations.

**Worker right to refuse work (OHSR section 3.12-3.13)**

**3.12 Procedure for refusal**

* A worker has the right to refuse work if that person has reasonable cause to believe that to do so would create an undue hazard to the health and safety of any person.
* A worker who refuses to carry out a work process or operate a tool, appliance or equipment must immediately report the circumstances of the unsafe condition to his or her supervisor or employer.
* A supervisor or employer receiving a report must immediately investigate the matter and ensure that any unsafe condition is remedied without delay, or if in his or her opinion the report is not valid, must so inform the person who made the report.
* If the matter is not resolved and the worker continues to refuse to carry out the work process or operate the tool, appliance or equipment, the supervisor or employer must investigate the matter in the presence of the worker who made the report and in the presence of a worker member of the joint committee, a worker who is selected by a trade union representing the worker, or if there is no joint committee or the worker is not represented by a trade union, any other reasonably available worker selected by the worker.
* If the investigation does not resolve the matter and the worker continues to refuse to carry out the work process or operate the tool, appliance or equipment, both the supervisor, or the employer, and the worker must immediately notify an officer, who must investigate the matter without undue delay and issue whatever orders are deemed necessary.

**3.13 No discriminatory action**

* A worker must not be subject to discriminatory action (see WCA section 150) because the worker has acted in compliance with section 3.12 or with an order made by an officer.
* Temporary assignment to alternative work at no loss in pay to the worker until the matter in section 3.12 is resolved is deemed not to constitute discriminatory action.

**Worker responsibility to report hazards (OHSR 3.10)**

**3.10 Reporting unsafe conditions**

* Whenever a person observes what appears to be an unsafe or harmful condition or act the person must report it as soon as possible to a supervisor or to the employer, and the person receiving the report must investigate the reported unsafe condition or act and must ensure that any necessary corrective action is taken without delay.

1. **Workplace health and safety rules**

***The worker(s) must be provided with both instruction and demonstration - not simply a verbal description - of work tasks that the worker will be required to perform when he/she begins work.*** *Further training may be required as new tasks are assigned.*

***The demonstration should address the aspects of the work that will involve safety risks if not performed correctly.*** *For example, if the worker will be operating a piece of mechanical equipment, the employer will need to ensure that all safety points are demonstrated, including the use of guarding and other safety devices, means of equipment start-up, and how to follow safe operating procedures.*

*The worker(s) must be trained in the workplace health and safety rules applicable to the workplace and the tasks the worker will perform. Review the specific health and safety rules with each worker and, when appropriate, demonstrate how to safely perform the task.*

1. **Known hazards and how to deal with them**

The worker(s) must be informed about the hazards he/she could encounter while performing assigned work tasks.  List all the hazards that have been identified and how to deal with them. Review the hazards and how to deal with them with each worker.

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| **Task** | **Hazard(s)** | **Control Measure(s)** |
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1. **Safe work procedures**

The worker(s) must be informed about and trained in safe work procedures. Review applicable safe work procedures with each worker.

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| **Tasks/situations with Safe Work Procedures** | **Safe Work Procedure** |
|  | *Attach safe work procedure* |
|  | *Attach safe work procedure* |
|  | *Attach safe work procedure* |
|  | *Attach safe work procedure* |
|  | *Attach safe work procedure* |
|  | *Attach safe work procedure* |
|  | *Attach safe work procedure* |

1. **Procedures for working alone or in isolation**

If the worker(s) is assigned to work alone or in isolation, the worker must be trained in the policies and procedures. Review the working alone or in isolation procedures and policies with each worker.

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| **Task/situation in which worker is working alone or in isolation** | **Safe Work Procedure** |
|  | *Attach safe work procedure* |
|  | *Attach safe work procedure* |
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|  | *Attach safe work procedure* |
|  | *Attach safe work procedure* |
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|  | *Attach safe work procedure* |

1. **Measures to reduce the risk of violence in the workplace and procedures for dealing with violent situations.**

The worker(s) must be provided with orientation and training on the policies and procedures to be followed in the event of violence in the workplace which includes any threatening statement or behaviour, and the circumstances in the workplace where a risk of violence may be present. Review the workplace violence procedures and policies with each worker.

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| **Task/situation in which worker is at risk of workplace violence** | **Safe Work Procedure** |
|  | *Attach safe work procedure* |
|  | *Attach safe work procedure* |
|  | *Attach safe work procedure* |
|  | *Attach safe work procedure* |
|  | *Attach safe work procedure* |
|  | *Attach safe work procedure* |

1. **Personal protective equipment (PPE) - what to use, when to use it, where to find it, and how to care for it.**

The worker(s) must be provided with appropriate orientation and training in the use and care of any personal protective equipment or clothing that the worker is required to use to safely perform his/her work.

Use AgSafe’s Personal Protective Equipment Program document for this section or fill in the table below and review with each worker.

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| **Task/situation** | **Required PPE** | **Location of PPE** | **Procedure for use, Maintenance and Care** |
|  |  |  | *Attach PPE policies and procedures* |
|  |  |  | *Attach PPE policies and procedures* |
|  |  |  | *Attach PPE policies and procedures* |
|  |  |  | *Attach PPE policies and procedures* |
|  |  |  | *Attach PPE policies and procedures* |
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|  |  |  | *Attach PPE policies and procedures* |
|  |  |  | *Attach PPE policies and procedures* |
|  |  |  | *Attach PPE policies and procedures* |

1. **Location of first aid facilities, the means of summoning first aid, and reporting illnesses and injuries**

The worker(s) must be advised of the location of first aid facilities, the identity of the first aid attendant(s), and how to summon an attendant. This topic also covers the employer's obligation to inform the worker of the procedures to follow to report an illness or injury to WorkSafeBC.

Use AgSafe’s First Aid Information Sign, the First Aid Training/Communication Policy and specific procedures for summoning first aid for this section or fill in the table below and review with each worker.

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| **First Aid Attendants** | | **Location of first aid facilities/first aid kits and supplies** | **Procedure for Summoning First Aid** |
| **Name** | **Contact** |
|  |  |  | *Attach procedure(s)* |
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1. **Emergency procedures**

The worker(s) must be advised of potential emergency situations that could occur in his/her work location and trained in the procedures to follow. Emergency situations could include: evacuation in the event of fire, or if hazardous substances are handle and how to contain a spill of the substance.

Use AgSafe’s Emergency Response Plan – Rescue and Evacuation document, Evacuation Map template, Emergency Information Notice, and Emergency Information Training/Communication Policy example for this section or fill in the table below and review with each worker.

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| **Locations of emergency exits and meeting points:** |

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| **Locations of fire extinguishers and fire alarms:** |

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| **How to use fire extinguishers, if responsible for doing so:** |

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| --- | --- |
| **What to do in an Emergency Situation** | **Emergency Procedure** |
| **Evacuation** |  |
| **Fire** |  |
| **Work in Confined spaces** |  |
| **Work with hazardous substances** |  |
| **Animal/Livestock Evacuation** |  |
| **Work on or over water** |  |
| **Workplace where there are persons who require physical assistance to be moved** |  |

1. **Basic contents of the health and safety program**

The worker(s) must be informed about the employer’s health and safety program in the workplace. If the OHSR requires a formal health and safety program, describe the program elements, and how they are implemented. If, the OHSR requires a less formal health and safety program, describe the program elements.

Briefly review the health and safety program elements, their descriptions and how each is implemented with each worker.

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| **Health and Safety Program Elements** | **Element Description** | **Method of Implementation** |
| Element 1: Management leadership and commitment | An effective OHS program must demonstrate management leadership commitment to the program and a willingness to improve the workplace safety and culture. |  |
| Element 2: Safe work procedures and written instructions | An effective OHS program needs to ensure that systems are in place for the workers safe performance of their duties. |  |
| Element 3: Training and instruction of workers | All workers need to know how to perform their jobs safely and to understand their role in maintaining a healthy and safe workplace. |  |
| Element 4: Hazard identification, risk assessment and control | A process to identify and control workplace hazards is critical in order to eliminate, minimize or prevent unsafe or harmful conditions and work procedures. |  |
| Element 5: Inspection of premises, equipment, workplaces and work practices | Regular inspection of the premises, equipment, work methods and work practices must be included in an effective health and safety program |  |
| Element 6: Incident investigation | The need for prompt investigation of accidents, including instructions on what to report to WorkSafeBC, is required in accordance with the OHSR. |  |
| Element 7: Program administration | The maintenance of health and safety records is necessary in order to determine the effectiveness of a health and safety program. |  |
| Element 8: Joint health and safety committees or health and safety representative (if required) | A Joint health and safety committee or health and safety representative is an integral part of an effective health and safety program. |  |

1. **Hazardous material and WHMIS**

If there are controlled products at the workplace, the worker(s) must be provided with an orientation on the Workplace Hazardous Materials Information System (WHMIS), and its application to controlled products in the workplace. The orientation should explain the WHMIS hazard classes, and the use of WHMIS labels and Material Safety Data Sheets (MSDS).

Have AgSafe conduct WHMIS training or ensure the following topics are covered during orientation.

**WHMIS orientation topics include:**

* **Overview of WHMIS.**
* **Elements of the WHMIS program.**
* **Major hazards and the classes of the controlled products in the workplace.**
* **Rights and responsibilities of employers and workers.**
* **Information about labels including the types of labels, what needs to be on a label, as well as understanding what is in a label?**
* **Information about MSDS’s including what they are, what’s in them, how to read and understand what’s in them and where they are found in the workplace.**

If the worker(s) will be working with a controlled product, more training beyond that covered in orientation is required. Workers need to know the hazards of the products, how they can protect themselves, what to do in case of an emergency or spill, and where to get more information on the products.

1. **Contact information for Joint health and safety committee or health and safety representative**

If applicable, the worker(s) must be informed on how to contact the joint health and safety committee (JHSC)or health and safety representative (HSR). Review the workplace procedures and policies with each worker.

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| **JHSC/HSR Method of Contact:** |

1. **Other key orientation topics**

If applicable, the worker(s) must be provided with orientation on other key topics such as: falls from elevation, lockout, MSI, guarding, forklift and other mobile equipment, confined spaces, noise, heat and cold stress, occupational hygiene, pesticides etc.

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| **Key topics** | **Methods of control/procedures** |
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