

## Employee Orientation Checklist

### Waste Collection Industry

All employees must know their rights and responsibilities as outlined in the *Occupational Health and Safety (OHS) Act* and its Regulations. We recommend that orientation of new employees in the waste collection industry include, at a minimum, information and training on the following:

Item	Description	Status
<b>Contact information</b>	Provide names, phone numbers, fax numbers, pager number of employee's supervisor and company personnel. Include emergency contact information.	
<b>Joint health and safety committee (JHSC) or safety representative (if applicable)</b>	Introduce the employee to the committee members or the safety representative (also provide their contact information) and outline the JHSC's or safety representative's role in helping management maintain a healthy and safe workplace.	
<b>Rights and responsibilities</b>	Explain both the employee and employer responsibilities as outlined in the <i>OHS Act</i> . Specific information includes: inspection of equipment, reporting hazards and process for exercising their right to refuse unsafe work.	
<b>Procedures and codes of practice</b>	Explain the company's procedures and codes of practice as it pertains to the employee's job. These include lockout procedures, manual handling and how to address specific hazards (see section on hazards below). Outline the expectations for the employee and the employee's supervisor to adhere to all standards.	
<b>First aid</b>	Introduce first aid providers, indicate areas for first aid kits or room, explain to employees how to seek first aid for themselves or for a co-worker.	
<b>Accident/injury reporting procedures</b>	Explain the established company procedure and contact people for reporting any injuries sustained by the employee.	
<b>Emergency procedures and preparedness</b>	Review emergency personnel contact information: evacuation plan, including exit routes; evacuation signals and sirens; location of eyewash stations and showers, fire extinguishers and alarm pull boxes. You may include other procedures such as how to deal with threatening, violent or disruptive behaviours, chemical spills, exposures or explosions.	
<b>Personal protective equipment</b>	Review the required PPE for specific jobs or tasks, including the appropriate use, fitting, storage and maintenance of the PPE.	
<b>WHMIS (if applicable)</b>	If the employee will be working with, or in proximity to, hazardous materials, review information on the symbols, labels and safety data sheets.	

# Employee Orientation Checklist (con't)

## Waste Collection Industry

The supervisor should describe hazards and discuss how the employee would address concerns. Examples include:

Hazard	Control Measures	Status
<b>Slippery surfaces and uneven ground</b>	Never run while collecting waste. Wear appropriate protective footwear.	
<b>Waste is heavy/bulky</b>	Do not attempt to pick up by hand a container that you suspect is heavier than 23 kg (50 lb) or is larger than 1.2m x 0.6m x 0.6m (4 ft x 2 ft x 2 ft) during regular pickups. Always bend at knees, keep back straight and do not twist when handling any materials.	
<b>Hazardous waste</b>	Do not knowingly pick up hazardous waste such as paints, pesticides, engine oil or compressed gases. Also, do not knowingly pick up electronics (such as TVs, microwaves), batteries or compact fluorescent light bulbs (or other light bulbs that contain mercury).	
<b>Sharp objects</b>	When handling sharp objects, place them into the truck. Do not throw them.	
<b>Hypodermic needles</b>	If you get punctured by a used hypodermic needle, go immediately to the hospital, where you will be tested and treated if necessary.	
<b>Other drivers</b>	Keep yourself visible to other drivers on the road. It's crucial to wear high-visibility clothing. Clearly signal to other drivers when it is safe for them to pass and when they need to stay.	
<b>Garbage truck backing up / signalling</b>	When a garbage truck must back up, the collector must stand on the driver's side of the truck to be seen at all times in the driver's mirror. The collector signals to the driver to indicate direction and when to slow or stop. Backup alarm must always be heard when backing up.	
<b>Roadsides</b>	Never cross the road to pick up garbage. Collect all garbage on one side of the road and then move to the other side.	
<b>Large container being lifted</b>	Never stand in proximity to a large container being lifted. There is a risk that the container could fall.	
<b>Weather</b>	A waste collector is exposed to all weather elements. Dress in layers. Dress warmly in the cold and have rain gear for wet weather. You may also need to take breaks to warm up. In hot weather, take frequent breaks to drink water.	
<b>Animals</b>	Wild animals may be attracted to waste. If a wild animal refuses to leave the area or is trapped inside a container, leave the container and call the New Brunswick Department of Natural Resources.	
<b>Pre-use inspection</b>	Always check mechanical equipment before use. Follow recommended manufacturer's guidelines.	
<b>Entering and exiting the cab</b>	Ensure three points of contact when entering and exiting the cab or getting off and on the back of the truck.	
<b>Riding on platform</b>	Ensure four points of contact when riding on back of truck. Travel at a speed no greater than 17 km/h and never travel more than 300 metres at a time.	
<b>Hydraulic mechanisms</b>	Stay clear of all pinch points.	

Once orientation is complete, please sign and date below:

Employee's name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_ Date: \_\_\_\_\_