



NEW EMPLOYEE ORIENTATION

BASIC REQUIREMENTS FOR NEW BRUNSWICK EMPLOYERS



Everyone needs a safe and healthy start

New Brunswick's *Occupational Health and Safety Act (OHS) Act* requires employers provide **new employees** with health and safety orientation training **before they begin work***. All new employees must receive an orientation.

A GOOD ORIENTATION:

- informs employees about health and safety procedures
- reduces the risk of injuries and incidents
- helps employees understand their rights
- demonstrates that you take health and safety of your employees seriously
- makes employees feel valued

Orientation of new employees can take place over several days and/or weeks. The employer must keep all orientation training records on file for at least **three years**.



WHO'S CONSIDERED A NEW EMPLOYEE?

- anyone new to a position or new to a workplace
- anyone returning to a workplace where the hazards have changed during their absence
- anyone under 25 years of age and returning to a workplace after more than six months absence (for example, summer students)
- anyone affected by any change in hazards in a position or workplace

* WorkSafeNB considers "before they begin work" to mean before employees are exposed to a hazard that can cause an injury or illness.

These are basic requirements only

Every workplace is different – with varying hazards and risks. Use this guide as a foundation for building your orientation, adapting it as necessary for your workplace.

Regularly review and update your New Employee Orientation. As processes, equipment, roles and tools change, your orientation may need change. Document and share any updates with all supervisors who conduct new employee orientations.

In addition to this guide, we recommend referring to **WorkSafeNB's Guide to OHS Legislation** (website and app), which has a dedicated topic on **New Employee Orientation**.

If you have outstanding questions or need additional help developing a new employee orientation for your workplace, please contact us at 1 800 999-9775 or prevention@ws-ts.nb.ca.



Eight Orientation Topics

Employers must review eight orientation topics with new employees before they start work.

1. EMPLOYER CONTACT INFORMATION

Employees need to know who to contact in an emergency.

Must Review:

- Name(s) of the employee's team lead, supervisor, manager or person in charge during the employee's shift
- Contact information (phone number/ email address, etc.)

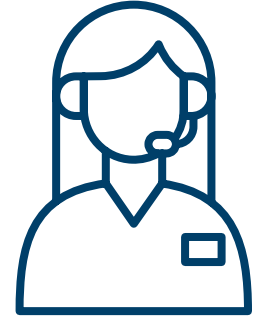


You may also review:

- The workplace's address, civic number, postal code and phone number(s)
- Other contact information (CEOs, owners, managers, etc.)
- WorkSafeNB's phone number (1 800 999-9775)
- Location of any health and safety-related documents



2. CONTACT INFORMATION FOR THE JOINT HEALTH AND SAFETY COMMITTEE (JHSC) OR HEALTH AND SAFETY REPRESENTATIVE



The JHSC is an advisory group of employees and employers who help the workplace build a strong health and safety culture. Employees must be aware of their JHSC or health and safety representative (if you have one), and how to contact them.

- Under the *OHS Act*, employers with 20 or more regularly employed employees must have a JHSC.
- Workplaces with between five and 19 employees are not required to have a JHSC. These workplaces *may* have a health and safety representative. Like JHSC members, the representative works to improve health and safety in the workplace.

Must Review:

- Names of the committee members and their contact information OR
- Name and contact information of the health and safety representative

You may also review:

- Purpose of the committee or the health and safety representative
- Location of the latest JHSC minutes
- How and when the committee becomes involved in a work refusal
- How the employee can participate in a meeting or become a member
- How to forward concerns to the committee

SEE ALSO:



Joint Health and Safety Committee Centre



Joint Health and Safety Committees – Fixed Workplace



Joint Health and Safety Committees – Project Sites

3. EMPLOYEES' RIGHTS, LIABILITIES AND RESPONSIBILITIES UNDER THE OHS ACT AND REGULATIONS (including the process to refuse unsafe work)



Employees must know their legal rights and responsibilities for workplace health and safety.

Must Review:

- The employee's three fundamental rights.
 - **The right to know** about health and safety matters.
 - **The right to participate** in decisions that could affect their health and safety.
 - **The right to refuse** work that could affect their health and safety and that of others.

You may also review:

- Location of the company's health and safety policy and other health and safety-related documents
- How to find workplace legislation

SEE ALSO:



Three rights



4. HEALTH AND SAFETY PROCEDURES AND CODES OF PRACTICE RELATED TO THE EMPLOYEE'S JOB TASKS



Employees must have instruction and training on the workplace's health and safety policies and procedures.

A safe work procedure must be developed for each task performed and any piece of equipment or tool that an employee will use that may expose them to a hazard.

Certain procedures are required for specific conditions under the *OHS Act* and its regulations. A code of practice is required when it is specified by regulation or when it is requested by a WorkSafeNB health and safety officer. Codes of practice **must be posted** in the workplace.

Review:

If your workplace has written procedures and codes of practice, advise the new employee of the location.

If your workplace has legislative requirements to have procedures and code of practice, the new employee will need training in addition to the orientation on the procedures and code of practice.

The following types of work and/or hazardous conditions require the employer to develop a code of practice:

General Regulation 91-191

- 25.4 Asbestos
- 45(1) Respiratory protective equipment
- 50.2 Fall protection
- 55(1) Safe breaking up of clogs in bulk material stored in a bin, hopper or process vessel
- 158(2) Drill holes: Hole drilling specifications

- 171 Misfires
- 179 Use of explosives
- 212.1 Critical lifts
- 240 Code of practice where lockout procedure not appropriate
- 262.01 Confined spaces
- 279.1 Hot tapping
- 287.41 Electrical equipment
- 292 Electrical distribution or transmission system
- 345.3 Environmental conditions
- 374.3 Violence
- 374.4 Harassment

Regulation 92-133 Working Alone

Regulation 96-105 Underground Mine

- 92(1) Compressed Gas
- 142.1(2) Preparation to Blast
- 164(1) Safe Handling of Misfires
- 268(1) Shaft Inspection

SEE ALSO:



Documentation, Record Keeping and Statistics



Code of Practice Interpretation



A Code of Practice for Working with Materials Containing Asbestos in New Brunswick



Safe Work Procedure

5. LOCATION OF FIRST AID FACILITIES AND HOW TO RECEIVE FIRST AID



Employees must know how to get first aid treatment.

Review:

- How to get first aid treatment for injuries and illnesses
- Names of the first aid providers in workplace
- Location of first aid kit(s)
- First aid communication and transportation procedures
- Location of first aid room(s), if any.

SEE ALSO:



First Aid



Amendments to the First Aid Regulation under the *OHS Act*

6. REPORTING WORKPLACE ILLNESSES AND INJURIES



Employees must know how and when to report a work-related injury or illness.

Review:

- How to immediately report injuries and illnesses
- How to apply for **workers' compensation benefits**
- Why it's important to tell a health-care provider that an injury or illness is work-related
- How and when to report injuries and incidents to the WorkSafeNB's Prevention Division (1 800 999-9775)

SEE ALSO:



Notify of a serious injury, accidental explosion, accidental exposure or catastrophic event



Hurt at work? Start the claim process

7. EMERGENCY PROCEDURES AND PREPAREDNESS



Employees must have information on the workplace's emergency procedures.

Review:

- Emergency communication procedure and emergency transportation established under the First Aid regulation
- Phone numbers for local fire department and police/RCMP
- Location of nearest hospital
- Evacuation plan of the building (include exit routes, signals and alarms, and the location of the muster station)
- Location of eye wash station / shower (if applicable)
- Location(s) of the fire extinguishers
- Location of safety data sheets (if applicable)

SEE ALSO:



Emergency Procedures and Planning

8. PERSONAL PROTECTIVE EQUIPMENT (PPE)



Employees must be provided training on the PPE they are required to use and wear.

Review:

- Required PPE for specific jobs / tasks
- How to clean, maintain and store PPE
- How to properly put on / use / inspect / take off and dispose of PPE

SEE ALSO:



Personal Protective Equipment - Head, Foot, Skin

TEMPLATE

New Employee Orientation

Employee name:	Name(s) of the person(s) providing the orientation:	Department(s) where employee works:	Employee's start date:
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NOTES FOR THE PERSON(S) PROVIDING THE ORIENTATION:

1. Complete this orientation document with new employees before they begin working in hazardous conditions or situations.
2. Employees must not operate any equipment or machinery unless:
 - the employee has received hands-on training on the equipment and machinery
 - the employee has received instruction on the required PPE for all equipment and/or machinery
 - the employee has demonstrated they are competent or closely supervised and can safely operate the equipment and/or machinery
3. Include completed orientation training documents in the employee's personnel file.
4. Keep all orientation training records on file for at least three years.

TIP! Consider scheduling time with the new employee at the end of their first full day of work to discuss any safety concerns they may have.

Review the following topics with all new employees before they begin work.

1. EMPLOYER CONTACT INFORMATION

Notes:

2. CONTACT INFORMATION FOR THE JHSC OR THE HEALTH AND SAFETY REPRESENTATIVE

Notes:

3. EMPLOYEES' RIGHTS, LIABILITIES AND RESPONSIBILITIES UNDER THE OHS ACT AND REGULATIONS (including the process on how to refuse unsafe work).

Notes:

4. HEALTH AND SAFETY PROCEDURES AND CODES OF PRACTICE RELATED TO THE EMPLOYEE'S JOB TASKS

Notes:

5. LOCATION OF FIRST AID FACILITIES AND HOW TO RECEIVE FIRST AID

Notes:

6. HOW TO REPORT WORKPLACE ILLNESSES AND INJURIES

Notes:

7. EMERGENCY PROCEDURES AND PREPAREDNESS

Notes:

8. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Notes:

Supervisor Signature	Employee Signature	Completion Date
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SAFE WORK PROCEDURE:

Getting Started



Identify the job to be reviewed.



Break the job down into a sequence of basic steps.



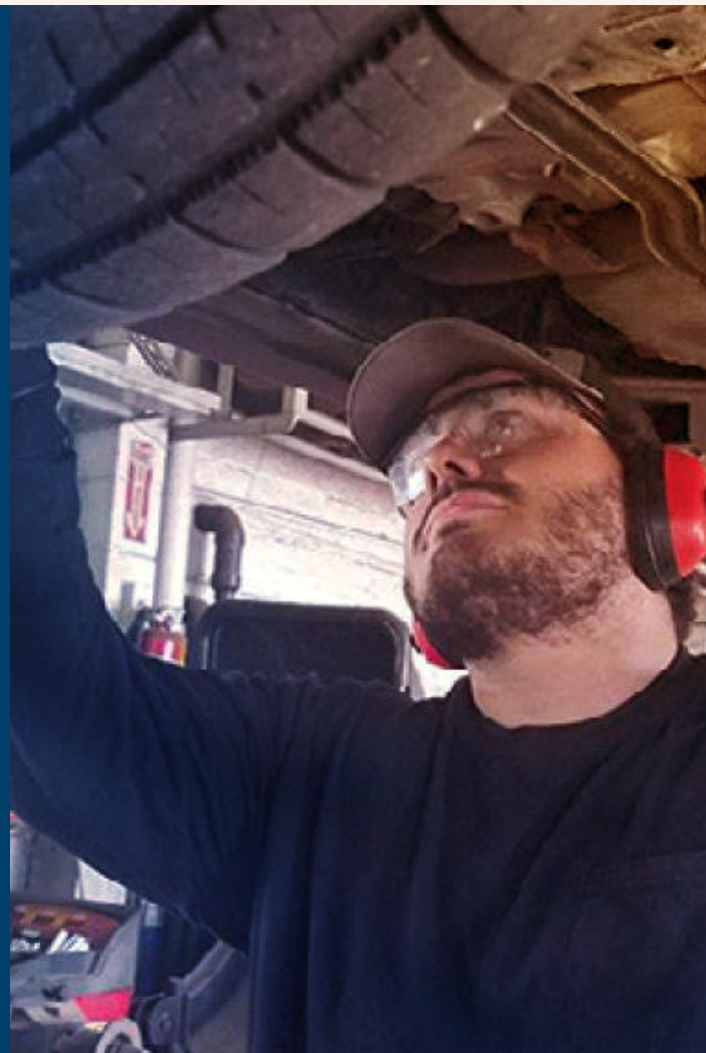
Identify potential hazards in each step.



Determine preventative measures to eliminate or reduce these hazards.

A safe work procedure usually includes the following:

- ✓ Legal requirements under the *Occupational Health and Safety (OHS) Act* and its regulations pertaining to the work
- ✓ Personal protective equipment (PPE)
- ✓ Training
- ✓ Responsibilities of each person involved in the job
- ✓ Specific sequence of steps to follow to complete the work safely
- ✓ Emergency procedures related to the work



TEMPLATE

Safe Work Procedure

Work Location, Task or Equipment:	Written By:	Date Created:	Date of Last Revision:
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Hazards	Personal Protective Equipment / Devices and Equipment Required / Other Safety Considerations	Training / Reference Information

Safe Work Procedure

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Approved By:**Date:**

EXAMPLE

Safe Work Procedure: Hand and Power Tools

Work Location, Task or Equipment: Shop work: Drilling holes in a form and cutting the form	Written By: T. Smith, Shop Supervisor	Date Created: January 12, 2024	Date of Last Revision: March 22, 2024
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Hazards	Personal Protective Equipment / Devices and Equipment Required / Other Safety Considerations	Training / Reference Information
<ul style="list-style-type: none"> • Cuts / stabbing / punctures • Entanglement • Dust / Debris • Amputation • Striking from kickback 	NB Regulation 91-191: Gloves (section 42) Safety Glasses or Face Shield (section 39) Hearing Protection (section 39) Safety Boots (section 41) Hard Hat (section 40)	NB OHS Act: Section 8.2(4)(d)

Safe Work Procedure

1. Choose the appropriate tool for the task.
2. Inspect the tool and confirm it is in good operating condition and is equipped with all guards.
3. Make sure you are familiar with the safe operating procedures and any limitations on the use of the tool described in the information supplied by the manufacturer.
4. Wear and/or use the personal protective equipment required for the task.
5. Make sure that no one in the surrounding area will be put at risk when you're using the tool.
6. Replace cracked, splintered or damaged tools.
7. Do not use a tool for any other purpose other than what it was designed for.

Please contact your supervisor if you have any questions on this procedure.

Approved By: J. Lomax, Site Manager	Date: March 22, 2024
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