

Your First Steps as a New Employer

Starting a business comes with health and safety responsibilities. This checklist outlines the key steps new employers take to ensure safe operations and build a strong safety culture from the start.

A Before Work Begins / Orientation (Applies to ALL Employers)

Provide **health and safety orientation** [↗](#) to all new employees.

Orientation must include the following eight topics:

-  Employer contact information
-  Joint health and safety committee (JHSC) or health and safety representative contact information (if applicable)
-  Worker rights, liabilities, and responsibilities including the right to refuse unsafe work
-  Health and safety procedures and codes of practice related to the employee's job tasks
-  Location of first aid facilities and how to receive first aid
-  How to report workplace injuries and illnesses
-  Emergency procedures and preparedness
-  Personal protective equipment (PPE) requirements and training (if applicable)

B Complete Within the First 3 Months (Applies to ALL Employers)

- Establish an **incident reporting procedure** [↗](#)
- Meet **first aid requirements** [↗](#)
- Complete a **violence risk assessment** [↗](#)
- Develop a **harassment prevention code of practice** [↗](#)
- Schedule and conduct **regular workplace inspections** [↗](#)
- Ensure supervisors are **competent and able to direct work safely** [↗](#)
- Post required **health and safety information** [↗](#) in a visible location, including:
 - Names of health and safety representative or JHSC members (if applicable)
 - JHSC meeting minutes (if applicable)
 - Orders from a health and safety officer (if issued)
 - First aid information



C Additional Requirements (Based on Number of Employees)

> If you have 3 or more employees

- Register for workers' compensation coverage
- Fulfill return-to-work obligations [↗](#)

> If you have 5 or more employees

- Develop and post a written health and safety policy [↗](#)

> If you have 20 or more employees

- Establish a JHSC, if required [↗](#)
- Develop and implement a written health and safety program, in consultation with the JHSC, where required, that includes:
 - Hazard identification and control
 - Written safe work procedures
 - A record management system
 - Employee training and supervision
 - Incident investigation

D Building a Healthy Workplace

Minds Matter

A strong safety culture includes both physical and psychological health and safety. The steps in this checklist help you create a workplace where hazards are identified, risks are managed, and workers feel safe to speak up and participate.

[Learn more about psychological health and safety and available supports.](#) [↗](#)

You've covered the basics. Now take the next step.

WorkSafeNB offers resources, tools and expert support to help you build a workplace that is not only safe, but healthy, engaged and resilient.

Not sure where to start?

We can help! WorkSafeNB offers health and safety consultation services to New Brunswick employers at no additional cost. A safety professional can review your workplace needs and help you build a practical plan.

[Request a consultation!](#) [↗](#)

