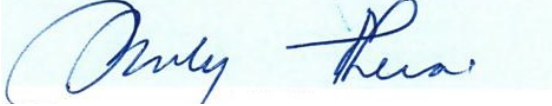





SUN COUNTRY HEALTH REGION & AFFILIATES

Policy/Procedure #:					HR-70-03-10	
Section:	HR - Human Resources					
Sub-section:	HR-70 – Safety Management System (SMS)					
Category:	HR-70-03 – Element 3 – Training & Communication					
Subject:	Site Orientation for New or Transferred Workers					
Date Issued:	Date Revised:	Enter Date	Enter Date	Enter Date	Enter Date	
13-Apr-2016	Date Reaffirmed:	Enter Date	Enter Date	Enter Date	Enter Date	
Document Owner:			Authorized by:			
Name: Shirley Thera			Name: Dean Biesenthal			
Title: Manager Workplace Health and Safety			Title: Vice President Human Resources			
						
signature			signature			

POLICY:

Sun Country Health Region will establish, and guarantee, that occupational health and safety orientation is provided to a new or transferred worker during the site orientation process which includes but not limited to the following: Overview of key Regional OHS Policy and Procedures, general WHMIS/GHS, and TLR – Patient Transfer and/or Object Moving training.

PURPOSE:

To comply with Section 3-27 and Section 22, established under *The Saskatchewan Employment Act/ OH&S Regulations*. The objective of a site orientation process is to introduce a new or transferred worker to the workplace with the necessary health and safety information needed in order to perform their job(s) safely prior to the worker being exposed to a hazard. A site orientation program provides an opportunity to build the worker’s level of health and safety knowledge into every job task.

- During the Regional Orientation process, a new worker will be introduced to an overview of the Regional Safety Management System and its Policies and Procedures.
- During the site orientation process for new or transferred workers they will be introduced to the specific occupational health and safety issues and operations of the facility and/or department.
- Whenever possible, new or transferred employees, will be introduced to site OHS Committee member(s).

PROCEDURE:

All **new** or **transferred** workers will be provided with a site orientation process to advise them of their roles and responsibilities for maintaining a healthy and safe work environment.

At a minimum, the site orientation will include:

- any topic relevant to the health, safety and welfare of the worker
- emergency procedures such as fire alarm procedures
- any restricted areas, such as confined spaces and/or roof accesses
- precautions required to protect workers from hazards
- methods to identify and report hazards, incidents and to whom to report them to
- any site specific health and safety procedures and/or policies

The content of orientation training received by the worker will be presented by the worker's manager/supervisor or designate and will be documented and signed by both the worker and the trainers and reviewed with the manager/supervisor.

Once completed, the SCHR Occupational Health and Safety (OH&S) Site Specific Orientation form [HR-043 – Site Orientation Checklist for New or Transferred Workers](#), will be sent to the SCHR Human Resources Dept. for inclusion into the employee personnel file with a scanned cc copy to the appropriate regional manager/director if applicable.

A copy will be retained on site by the site manager.

Where reasonably practicable, a site orientation will be provided **prior to** the worker being scheduled for regular work.