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Revision: 2.0	Subject: New Employee Health & Safety Orientation	

Purpose

According to the Ontario Ministry of Labour, new employees are four times more likely to be injured during their first month of work compared to more experienced employees. As a result, it is important to ensure that new employees are provided a solid understanding of the occupational health and safety system in place within the province of Ontario and at Queen's University, ensure that they have an understanding of the hazards that might be present in their workplaces, and the information that they will need to response to emergency and incidents should they arise.

This Environmental Health & Safety Standard Operating Procedure (SOP) for new employee health and safety orientation training was developed by the Department of Environmental Health & Safety in accordance with the University's Policy Statement on Health and Safety and to ensure compliance with the Ontario Occupational Health & Safety Act and Regulations, which mandated the provision of health and safety orientation training in July 2104.

The SOP outlines the health and safety orientation requirements for all new and existing employees at Queen's University.

Applicable Legislation

Occupational Health and Safety Awareness Training (O. Reg. 297/13)

Responsibilities

Vice-Principals, Deans, Directors, Department Heads, Managers

Each are responsible for:

- Ensuring that the components of this SOP and the Occupational Health and Safety Act are implemented in all facilities under his/her authority.
- Ensuring that pertinent supervisors and employees are notified of their responsibilities for completion the health and safety orientation training.



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Supervisors

Supervisors are responsible for:

- Ensuring that employees under their supervision have completed the required health and safety orientation training.
- Conducting a workplace health and safety orientation that is documented using the health and safety orientation checklist available through the Department of Environmental Health & Safety
- Maintaining copies of the health and safety orientation check list for the employees under their supervision.

Department of Environmental Health & Safety

The Department of Environmental Health & Safety will be responsible for:

- Providing health and safety orientation training that is compliant with the requirements of the Occupational Health and Safety Awareness Training regulation under the Occupational Health & Safety Act.
- Reviewing this program as necessary and expanding the orientation program when warranted.
- Monitoring completion of the orientation training and alert departments when employees that not completed required session.

Human Resources

The Human Resources Department will be responsible for providing the Department of Environmental health & Safety information on new employees at the university on a monthly basis.

Health and Safety Orientation Process

New Employees

All new employees of Queen's University are required to complete the health and safety awareness session that is available on OnQ through the following link on the Department of Environmental Health & Safety website <https://www.safety.queensu.ca/training/health-and-safety-orientation-training>. Due to Queen's University specific content in the session, orientation training taken as pervious employers will not be accepted.



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The training must be completed as soon as practicable after the employee begins working for the University. In practical terms, the expectation is that the employee completes the training no later than two weeks after they begin work.

For departments that have employees that do not have access to computers, they can contact the Department of Environmental Health & Safety to discuss alternative methods of delivering the training.

In addition to the completion of the health and safety awareness training through OnQ, the employee's supervisor must provide a workplace specific health and safety orientation using the New Employee Health & Safety Orientation checklist. A copy of the checklist is available through the Department of Environmental Health & Safety's website at https://www.safety.queensu.ca/sites/webpublish.queensu.ca.ehswww/files/files/Biosafety/orientation_checklist.pdf

Copies of the completed checklist must be kept within the department and be available for review by the Department of Environmental Health & Safety, a Joint Health & Safety Committee Member or an external agency, such as the Ministry of Labour.

Existing Employees

Individuals that were employed by the University as of July 1st, 2014, must complete the health and safety orientation session through OnQ, unless the employee has previously completed WHMIS Training, Office Safety and Introduction to WHMIS or Supervisor Health & Safety Awareness session offered by the Department of Environmental Health & Safety between January 1st, 2001 and August 1st, 2014. The safety awareness information of these sessions meet the learning outcomes stipulated by the Ministry of Labour for the new health and safety orientation training.

Supervisors

The content of the new health and safety awareness session on OnQ covers the content that is required under O. Reg. 297/13 for those individuals that have supervisory responsibilities as part of their job. Under the requirements of the regulation, the health and safety awareness training session must be completed prior to assuming a supervisory role.

In addition to completing the health and safety awareness Session, supervisors must attend an in class supervisor health and safety session offered by the Department of Environmental Health & Safety.

Auditing



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The Department of Environmental Health & Safety will compare the health and safety awareness training completion records from OnQ with new employee information from Human Resources. Departments will be sent information indicating which employees have not completed the orientation session and the department and the employee's supervisor will be responsible for ensuring that the employee completes the orientation as soon as possible.

The Department of Environmental health & Safety will also monitor the completion of training by existing employees that are required to take the session. Departments will be notified about which existing employees have not completed the training and the employee's supervisor will be responsible for ensuring that the employee completes the orientation as soon as possible.

The Department of Environmental Health & Safety and the applicable Joint Health & Safety Committee will review completed health and safety orientation checklists as part of their normal inspection process.

Revision History

Version 1.0 - August 2004 – Initial Release

Version 2.0 - July 2014 – Revised to include the requirements of the O. Reg. 297/13 under the Occupational Health & Safety Act.

Version 3.0 – June 2017 – Updated text to OnQ.