

	CITY OF LANGLEY SAFE WORK PROCEDURE		
Department:	All City of Langley Departments		
Procedure Title:	3.9 NEW/YOUNG WORKER ORIENTATION		
Issued By:	City of Langley	Issue Date:	July 26, 2007
WCB Regulation Part Name:	Young and New Workers 3.22 – 3.25	Amended Date:	December 9, 2022

1.0 PURPOSE

The City of Langley is committed to promote a safe and healthy workplace and environment for its employees and to establish and maintain safe working practices through proper procedures and direction. Safety is everyone’s responsibility. It rests with all levels of management and each employee.

2.0 WORKER DEFINITION

2.1 New Worker

Means any worker who is:

- New to the workplace
- Returning to a workplace where the hazards in the workplace have changed during the worker’s absence,
- Affected by a change in the hazards of a workplace, or
- Relocated to a new workplace if the hazards in that workplace are different from the hazards in the worker’s previous workplace;

2.2 Young Worker

Means any worker who is under 25 years of age.

3.0 GENERAL REQUIRMENTS

3.1 Young or New Worker Orientation

The City of Langley will ensure that before a young or new worker begins work, the young or new worker is given a health and safety orientation and training specific to that worker’s workplace by their supervisor. The following topics must be included in the young or new worker’s orientation and training:

- the name and contact for the worker’s supervisor
- the employer’s and young or new worker’s rights and responsibilities under the *Workers Compensation Act* and this Regulation including reporting of unsafe conditions and the right to refuse to perform unsafe work;

- workplace health and safety rules;
- hazards to which the young or new worker may be exposed, including risks from robbery, assault or confrontation;
- working alone or in isolation;
- violence in the workplace;
- personal protective equipment
- location of first aid facilities and means of summoning first aid and reporting illnesses and injuries
- emergency procedures
- instructions and demonstrations of young or new worker's work task or work process;
- the City of Langley's health and safety program, if required under WorkSafe Regulations, Section 3.1;
- WHIMIS information requirements set out under WorkSafe Regulations Part 5; as applicable to the young or new worker's workplace
- Contact information for the occupational health and safety committee

4.0 WORKER RIGHTS AND RESPONSIBILITIES

4.1 GENERAL DUTIES OF THE CITY OF LANGLEY

The City of Langley must:

- a)** ensure the health and safety of
 - all employees working for the City of Langley, and
 - any other workers present at a workplace at which that employer's work is being carried out, and
- b)** comply with this Part, the regulations and any applicable orders.

Without limiting subsection (1), an the City of Langley must

- a)** remedy any workplace conditions that are hazardous to the health or safety of employees,
- b)** ensure that the City's employees:
 - are made aware of all known or reasonably foreseeable health or safety hazards to which they are likely to be exposed by their work,
 - comply with this Part, the regulations and any applicable orders, and,
 - are made aware of their rights and duties under this Part and the regulations,
- c)** establish occupational health and safety policies and programs in accordance with the regulations,
- d)** provide and maintain in good condition protective equipment, devices and clothing as required by regulation and ensure that these are used by the City's employees,
- e)** provide to the City's employees the information, instruction, training and supervision necessary to ensure the health and safety of those workers in

carrying out their work and to ensure the health and safety of other workers at the workplace,

- f)** make a copy of the Workers Compensation Act and the regulations readily available to the City's employees, and, at each workplace where employees of the City are regularly employed, post and keep posted a notice advising where the copy is available for review,
- g)** consult and cooperate with the joint committees and worker health and safety representatives, and
- h)** cooperate with WCB, WCB officers, and any other person carrying out a duty under this Part or the regulations.

4.2 GENERAL DUTIES OF AN EMPLOYEE

4.2.1 Every City of Langley employee must:

- a)** take reasonable care to protect their health and safety and the health and safety of other persons who may be affected by the employees acts or omissions at work, and
- b)** comply with this Part, the regulations and any applicable orders.

4.2.2 Without limiting subsection (1), a employee must:

- a)** carry out his or her work in accordance with established safe work procedures as required by this Part and the regulations,
- b)** use or wear protective equipment, devices and clothing as required by the regulations,
- c)** not engage in horseplay or similar conduct that may endanger the worker or any other person,
- d)** ensure that the their ability to work without risk to his or her health or safety, or to the health or safety of any other person, is not impaired by alcohol, drugs or other causes,
- e)** report to the supervisor or the City of Langley:
 - any violation of this Part, the regulations or an applicable order of which the worker is aware, and
 - the absence of or defect in any protective equipment, device or clothing, or the existence of any other hazard, that the employee considers is likely to endanger the worker or any other person,
- f)** cooperate with the joint committee or worker health and safety representative for the City of Langley, and
- g)** cooperate with WCB, WCB officers, and any other person carrying out a duty under this Part or the regulations.

4.2.3 **REPORTING UNSAFE CONDITIONS**

Whenever an employee observes what appears to be an unsafe or harmful condition or act the person must report it as soon as possible (immediately) to a supervisor and the person receiving the report must investigate the reported unsafe condition or act and must ensure that any necessary corrective action is taken without delay.

4.3 GENERAL DUTIES OF A SUPERVISOR

Every supervisor must:

- a) ensure the health and safety of all employees under the direct supervision of the supervisor,
- b) be knowledgeable about this Part and those regulations applicable to the work being supervised, and
- c) comply with this Part, the regulations and any applicable orders,
- d) ensure every new employee or employee who has changed their job task is given an Orientation covering all applicable topics.

Without limiting subsection (1), a supervisor must:

- a) ensure that the employees under his or her direct supervision:
 - are made aware of all known or reasonably foreseeable health or safety hazards in the area where they work, and
 - comply with this Part, the regulations and any applicable orders,
- b) consult and cooperate with the joint committee or worker health and safety representative for the City of Langley, and
- c) cooperate with WCB, WCB officers, and any other person carrying out a duty under this Part or the regulations.

5.0 ADDITIONAL ORIENTATION AND TRAINING

5.1 The City of Langley must provide a young or new worker with additional orientation and training if:

- workplace observation reveals that the young or new worker is not able to perform work tasks or work processes safely, or
- requested by the young or new worker

5.2 The City of Langley must keep records of all orientation and training provided under WorkSafe Regulations, Section 3.23 and 3.24.

Langley City OH&S Orientation Form

Health and safety orientations are required under the BC Occupational Health and Safety Regulations.

Please have employee read material in their Orientation Package & sign off on the following:		
General Orientation topics covered:	Please check off you have read the following topics:	
OHS Policy – A Commitment to a Safe Workplace		
Worker Rights and Responsibilities		
OH&S Committee		
First Aid – (<i>Summoning, Location, Reporting</i>)		
Reporting Hazards & Unsafe conditions		
Right to refuse unsafe work		
WHMIS & location of SDS		
Personal Protective Equipment (PPE)		
Working Alone		
Violence in the Workplace		
Biohazards Hazards		
Ergonomics		
Emergency Procedures		
Respectful Workplace		
Review Resources on the Intranet (OHS program, policies, procedures, forms, etc.)		
Please check off you have read the following General Orientation Awareness topics:		
<input type="checkbox"/> Asbestos Awareness <input type="checkbox"/> Confined Space Awareness <input type="checkbox"/> Excavation Awareness <input type="checkbox"/> Working around equipment Awareness	<input type="checkbox"/> Fall Protection Awareness <input type="checkbox"/> Traffic Control Awareness <input type="checkbox"/> Electrical Safety Awareness <input type="checkbox"/> Manual Lifting	<input type="checkbox"/> Ladders (3 point contact) <input type="checkbox"/> Lockout <input type="checkbox"/> Office Safety

Employee Name:	Employee Signature:	Date:
Supervisor Name	Supervisor Signature	Date:



SITE SPECIFIC SAFETY

As the Supervisor please ensure that your new employee has been oriented and instructed on site specific safety topics.

<input type="checkbox"/> New Employee <input type="checkbox"/> Transferred Employee <input type="checkbox"/> Returning Employee			
Employee Name:		Date:	

SITE ORIENTATION

This section is to Orientate the Employee to the Site/Facility by the Superintendent/Supervisor.

<input type="checkbox"/> Site Safety responsibilities/duties	<input type="checkbox"/> Facility Walkthrough	<input type="checkbox"/> Supervisor Contact Info	<input type="checkbox"/> First Aid
<input type="checkbox"/> Incident / Hazard Reporting	<input type="checkbox"/> Who to ask for Help/Instruction	<input type="checkbox"/> Emergency Procedure for Site/Facility. (panic button, calling 911)	OTHER: <input type="checkbox"/> _____
<input type="checkbox"/> Fire Extinguishers	<input type="checkbox"/> Emergency Exits	<input type="checkbox"/> Assembly Area	<input type="checkbox"/> _____
<input type="checkbox"/> Personal Protective Equipment for Job	<input type="checkbox"/> Pre-Trip Equipment/Vehicle Inspections	<input type="checkbox"/> Equipment/Tool Operation Orientation	<input type="checkbox"/> _____
<input type="checkbox"/> Driving = No Cellphone & must wear seatbelt	<input type="checkbox"/> No Smoking (none in vehicle & 6 meter away from entrances)	<input type="checkbox"/> Hearing Protection	<input type="checkbox"/> _____
<input type="checkbox"/> Working Alone Procedure	<input type="checkbox"/> Fit Testing/Respirator	<input type="checkbox"/> Ergonomics - Manual Lifting – proper lifting or access resources	<input type="checkbox"/> _____

Employee Signature: _____

I have instructed and orientated the above employee and believe that he or she has a reasonable understanding of the information.

Superintendent Signature: _____

EQUIPMENT USE CERTIFICATION & VERIFICATION *(if applicable)*

EQUIPMENT AUTHORIZATION AND TRAINING IDENTIFICATION			
<p>Supervisor is to Identify all certifications <i>(please check that employee has certification and ask for copies of certificates)</i></p> <p>Employees <u>cannot</u> operate any equipment or site duties until we have proof of certification and they have been oriented to our specific machines/equipment and Safe Work Procedures.</p>			
<input type="checkbox"/> Confined Space	<input type="checkbox"/> Excavator	<input type="checkbox"/> Loader/Backhoe	<input type="checkbox"/> Asbestos
<input type="checkbox"/> Fall Protection	<input type="checkbox"/> Bucket Truck	<input type="checkbox"/> Forklift	<input type="checkbox"/> Light Vehicles
<input type="checkbox"/> Excavations/shoring	<input type="checkbox"/> Cranes	<input type="checkbox"/> Roller	<input type="checkbox"/> Chain Saw
<input type="checkbox"/> First Aid	<input type="checkbox"/> Trailer Towing	<input type="checkbox"/> Bobcat	<input type="checkbox"/> 7-Gang Mower
<input type="checkbox"/> WHMIS	<input type="checkbox"/> Hoists / Lifting Devices	<input type="checkbox"/> Paving Machine	OTHER: <input type="checkbox"/> _____
<input type="checkbox"/> Traffic Control Person	<input type="checkbox"/> Dump Truck	<input type="checkbox"/> TDG	<input type="checkbox"/> _____

SAFE WORK PROCEDURES COVERED - OH&S Program Doc.#51019 <i>(has links to all SWP)</i>	
<input type="checkbox"/> Excavations/shoring	<input type="checkbox"/> Asbestos / Silica
<input type="checkbox"/> Confined Space	<input type="checkbox"/> Power Tools
<input type="checkbox"/> Lockout	<input type="checkbox"/> _____

Manager/Supervisor Comments:

Site Supervisor: _____ Division: _____

The Manager/Supervisor will ensure the new employee is safety oriented during their exposure to field/ site work.
 The new employee must not attempt to perform tasks they have not been orientated or trained to do.

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Employee Signature: _____ Date: _____

I have instructed and orientated the above employee and believe that he or she has a reasonable understanding of the information.

Manager/Supervisor Signature: _____

Date: _____