



## NEW EMPLOYEES – THE FIRST 28 DAYS

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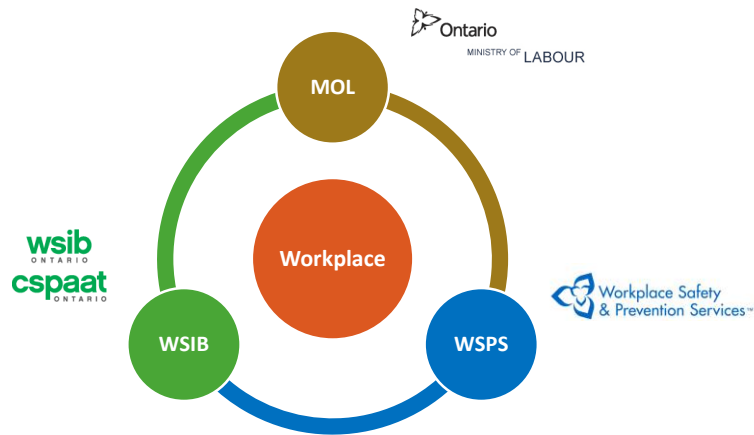
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### A little bit about WSPS ...

- We provide health & safety expertise and insight to create healthy work environments where employees thrive and businesses prosper
- We are the largest health and safety association in Ontario serving 154,000 workplaces & 3.9 million employees
- We focus primarily on agriculture, service and *industrial/manufacturing* sectors.



## Work in tandem with system partners



## So you are hiring new workers?

- What do I need to consider to get them started?
- What am I required to do?
- How do I get the worker productive as quickly as possible?
- Additional requirements impacting your business

## Why Health and Safety Orientation is Important

New and young workers are 4 times more likely to be injured

- Motor vehicle traffic accidents (25.6 percent)
- Accidental falls (23.1 percent)
- Accidents caused by machinery (12.8 percent)



**We Need  
to Prevent these Injuries!**



## Why You Need a Health and Safety Orientation Program

- Effective health and safety orientation can help prevent these injuries and illnesses
- Employer required to take reasonable precautions to protect workers
  - Includes training in how to do the job safely and how to participate in the health and safety program
- Training is now mandatory



## Young Worker – Challenges

- Inexperienced and unable to identify all potential hazards
- Smart and eager, but with a sense of invulnerability
- May be afraid to admit they don't understand
- Want to impress others
- Will look to older workers and copy their behaviours...good or bad



## Suggestions to Enhance Learning for Your Orientation

- Keep it short
- Make it relevant to them
- Don't assume they know what you expect of them
- Demonstrate hands on what the expectation is
- Present the steps in the order they will be completed
- Do not demonstrate unsafe work or “what not to do”



## Health & safety orientation is now mandatory

Ontario regulation 297/13 came into force on July 1 2014

- Requires training for basic occupational health and safety awareness training for workers and supervisors
- New training not required if have previous training
  - Must have proof of that training
  - Must verify that previous training meets the requirements



## Employers are required to...

- Ensure that workers complete a basic occupational health and safety awareness training program **as soon as reasonably possible**
- Ensure that supervisors complete a basic occupational health and safety awareness training program **within one week of working as a supervisor**
- Maintain a record of the training completed by workers and supervisors
- Provide a worker or supervisor with written proof of completion of the training, if requested by the worker or supervisor



## Worker training must include instruction on...

- The duties and rights of workers under the Occupational Health and Safety Act
- The duties of employers and supervisors under the Act
- Common workplace hazards and occupational illnesses
- The role of joint health and safety committees and of health and safety representatives under the Act
- Roles of the Ministry of Labour, Workplace Safety & Insurance Board and Health and Safety Associations
- Information and instruction requirements set out in the Workplace Hazardous Materials Information System Regulation



## Supervisor training must include instruction on...

- The duties and rights of workers under the Occupational Health and Safety Act
- The duties of employers and supervisors under the Act
- How to identify, assess and manage workplace hazards
- The role of joint health and safety committees and of health and safety representatives under the Act
- Roles of the Ministry of Labour, Workplace Safety and Insurance Board and Health and Safety Associations
- Sources of information on occupational health and safety



## Record of Training for Due Diligence

Must have documented evidence confirming:

- *Who* received *What* specific H&S Training, *When* and *Who* provided the training
  - Training sign-in/sign-out sheets
  - Training certificates
  - Training checklists
  - Training tests
  - Invoice with participants listed



## Next steps...



- Ensure awareness of the requirements
- Assess your training against the requirements
- Take advantage of online resources

## Other requirements to keep in mind?

- MOL New and Young Worker blitz – May-August
- GHS – Global Harmonization System (WHMIS 2015)
- New Certification Training Standard
- New Working at Heights Training

## Our solutions...

- **Consulting** we understand your business and the unique challenges and hazards you face
- **Sector and hazard specific training** sessions, materials and information
- **A variety of products** to meet all your health and safety needs
- **Conferences and workshops** across the province
- **WSPS Network News** and **social media channels**
- **[www.wsps.ca](http://www.wsps.ca)** over 250 downloadable resources available on our website at no additional cost



## Question and Answer



For all your health and safety solutions, contact:

**Workplace Safety & Prevention Services**

1 877 494 WSPS (9777)

[www.wsps.ca](http://www.wsps.ca)

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