

**Administrative Procedure 3041 MR4**

***Safety Education and Orientation – Employees***

**1. District Program**

- 1.1 All employees are entitled to know about the hazards related to their job and to have the means to perform their duties safely. To ensure that this goal is met, the district will maintain a program of safety education and orientation for all staff.
- 1.2 The Health and Safety Officer will review the program annually and make recommendations regarding its effectiveness to the Management Committee.
- 1.3 All safety-related orientation and education will be provided by the Health and Safety Officer.
- 1.4 It is the responsibility of each employee's supervisor or manager to ensure that the employee receives safety education and orientation in accordance with the requirements of the program.

**2. General Orientation**

- 2.1 All district employees, upon commencing employment or as soon as practicable afterwards, shall receive orientation in the following:
  - (a) an overview of the district safety program;
  - (b) general WHMIS requirements and responsibilities;
  - (c) accident reporting requirements and procedures;
  - (d) fire safety requirements and fire emergency procedures;
  - (e) hazard reporting procedures;
  - (f) emergency preparedness and response procedures.

### 3. **Site-Specific Orientation**

3.1 All district employees, upon commencing work at a new site or as soon as practicable afterwards, shall receive site-specific orientation in the following:

- (a) procedures for obtaining first aid;
- (b) fire emergency procedures;
- (c) emergency preparedness;
- (d) hazardous materials used or stored on site.

### 4. **Job-Specific Orientation**

4.1 Employees exposed to hazardous materials, equipment, or situations in the course of their jobs will receive specific orientation related to those hazards to a level consistent with their degree of risk or exposure. These may include:

- (a) the hazards associated with the material;
- (b) procedures for safe storage, handling, use, and disposal of the material;
- (c) lock-out procedures;
- (d) use of personal protective equipment (PPE);
- (e) procedures for working with PCB's;
- (f) procedures for working with asbestos;
- (g) scaffold erection and work procedures;
- (h) use of elevating platforms;
- (i) potentially infectious materials;
- (j) operation of powered tools and machinery.

4.2 Further orientation and education in safety-related topics will be provided as needed or requested.

### 5. **Management and Supervisory Staff**

5.1 All management and supervisory staff, upon commencing employment or as soon as practicable afterwards, shall receive orientation in the following:

- (a) safety-related legal responsibilities;
- (b) responsibilities regarding district safety program;
- (c) site inspection and accident investigation methodology.

5.2 Further orientation and education will be provided as needed or requested.

## 6. **Safety Committees**

6.1 All members of the district Health and Safety Committee and any required site safety committees shall, upon appointment to their committee, receive orientation in the following:

- (a) safety legislation and regulation;
- (b) district safety program;
- (c) role and activities of the safety committee.

6.2 It is the responsibility of committee chairpersons to ensure that new members receive orientation.

6.3 The Health and Safety Officer will monitor and update the education of safety committees on an ongoing basis.

## 7. **Drivers of District Vehicles**

7.1 All personnel who operate school district vehicles, upon commencing employment or as soon as practicable afterwards, shall complete a defensive driving course acceptable to the Board and receive orientation in the district's vehicle safety requirements.

## 8. **Verification of Orientation**

8.1 Required orientation will not be regarded as having been completed by an employee until their trainer and/or supervisor are satisfied that the material is properly understood.

8.2 When orientation is considered by an employee's supervisor and/or trainer to be complete, an orientation checklist will be completed and signed by the employee and their supervisor and/or trainer. This checklist will be placed in the employee's personal file.