



SAFETY ORIENTATION & TRAINING

STAYING SAFE STARTS ON DAY ONE

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Safety Scenario- Jordan's 1st Day

- 19 years old
- No experience working in a warehouse
- Timid about asking questions
- Wants to show he works hard and can fit in



Discussion Question

What safety information was Jordan missing?

Who was responsible for ensuring Jordan received this information?

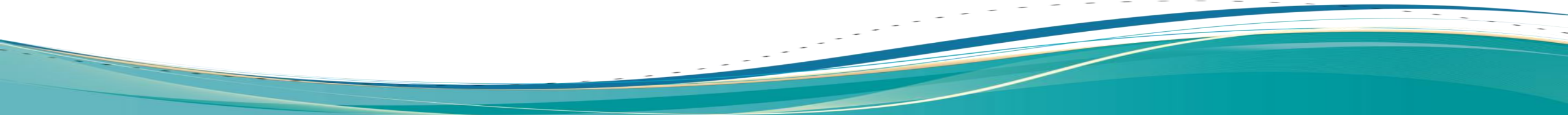
What are the risks of assuming a new worker will “learn by watching?”

How could have a proper orientation prevented this incident?

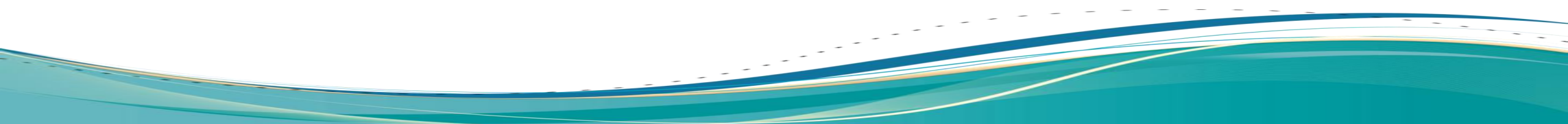


Key Message


Safety orientation is critical for new workers. Clear training on PPE, safe work procedures, company expectations, and emergency preparedness helps prevent injuries.



Orientation & Training



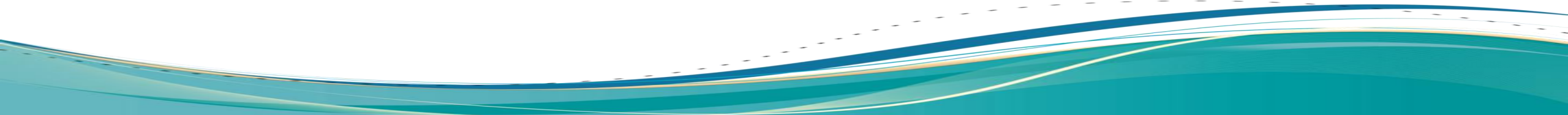
Items to Be Discussed

- What Exactly Is an Orientation?
 - Who Needs a Safety Orientation – and Why?
 - The Impact: Why Orientations Matter
 - Core Elements of a Strong Orientation
 - Overcoming Common Challenges with Orientation
 - Best practices for Training & Supervision
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What Is A Health and Safety Orientation?

It's a general awareness session for new workers to learn how to stay safe on the job. Typically, the session is delivered by an employer/supervisor.

It covers things like:

- Workplace hazards
 - Emergency procedures
 - Use of PPE
 - Safety regulations and standards
 - Reporting procedures for accidents or hazards
- 

Employer Responsibilities-Orientation/Training

- Staff are familiar with health and safety hazards
- Ensure information, instruction, training, supervision, and facilities are provided for staff as necessary
- Ensure equipment is properly used and maintained
- Report serious incidents to WCB
- Support Safety Rep & Committee



What is a Supervisor?

- A person who provides direction to workers on their work-related tasks.

Can include any worker, manager, or employer regardless of **whether or not** they have the actual title of “Supervisor”.

- Supervisor responsibilities **must** be outlined in the company’s health and safety policy. (*OHS Act - Section 24(4)(b)*)
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Supervision- Best Practices

Train, observe,
work along with,
etc.

Encourage,
correct, redirect

Supervise closely
at first, and
while needed

Actively “check-
in”

Be accessible to
workers

Make safety a
priority in your
workplace

“Supervisor turn everyday policies into practice”



Safety Culture

- Shared attitudes, beliefs, and values about safety in the workplace
- “The way we do things here” when it comes to health and safety
- Influences how workers think, act, and make decisions about risk

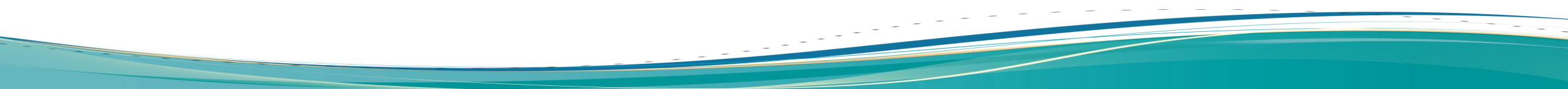


How Orientation Shapes- Safety Culture

- Sets clear expectations that safety is a core value
- Demonstrates leadership commitment to safety
- Builds worker confidence to perform safely
- Encourages communication to report hazards (ask questions)
- Establishes safety habits from day one



Orientation Stats

- 19 % of employers do not provide an orientation at all (WSPS survey)
 - Workers are 3 times more likely to get injured in the first 3 months of the job (young workers)- (Workplace Prevention and Safety Services)
 - 40% of injuries occur in the first 6 months of the job (Government of Canada-mc.fm.ca)
 - Found over ½ of approximately 400 seasonal business have orientation gaps (WCB PEI)
- 

Who is Most Vulnerable

New Workers:

- Any individual new to a position
- A worker returning to the workplace where there are new hazards
- Anyone in the workplace that changes roles (new hazards)
- A young worker returning after extended absence



Case study example

BC Mushroom farm incident

- Findings- lack of experience, unfamiliarity with hazards, new workers
- Training & Orientation- could have helped address the situation



Discussion Question



What are the challenges and obstacles to delivering orientations/training (with today's workforce)?

Perceived Obstacles

- Too costly or time-consuming
- It takes too much effort to plan and deliver
- Delays getting workers started quickly
- Difficult to see short term benefits
- Planning it is very time consuming, and so is delivering it
- Workers may leave after investing time in training



Addressing Obstacles

Cost

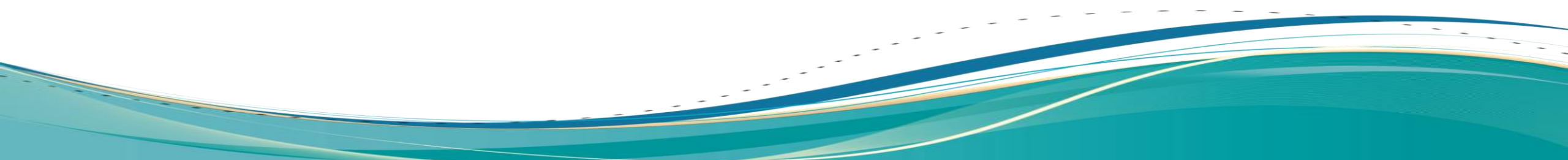
- Short sessions can cover the basics
- Saves time and costs long term by reducing mistakes
- Can reduce costs, downtime, and turnover

Effort/Time Consuming

- Use a standardized template
- Break into simple modules (checklist to stay on task)
- Once built- minimal updates (reuse material)



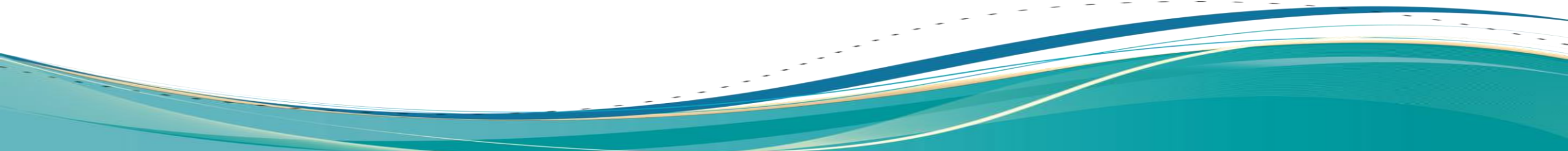
Orientation isn't just a cost—it's a short investment that prevents long-term problems.



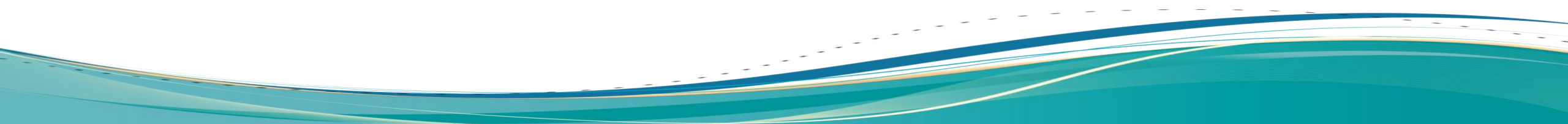
Safety orientation isn't just paperwork—
it's often the **difference between a near
miss and a serious injury.**



Canadian case studies and workplace data consistently show that **structured safety orientations** significantly **reduce injury rates**, particularly among **new and young workers**, while the absence of proper orientation has been linked to **serious and fatal incidents**.

A decorative graphic at the bottom of the slide consisting of several overlapping, wavy lines in shades of teal and blue, with a dashed white line above them, creating a sense of motion and depth.

Health & Safety Orientation Checklist



Worker Orientation Checklist

- A worker orientation checklist is a helpful tool because:
- **Ensures nothing is missed** – everything covered
- **Provides a record** – Confirms that the worker received important information
- **Keeps the orientation consistent** – Ensures the worker gets the same information, no matter who delivers it.



Health and Safety Orientation for Workers Checklist – July 2025

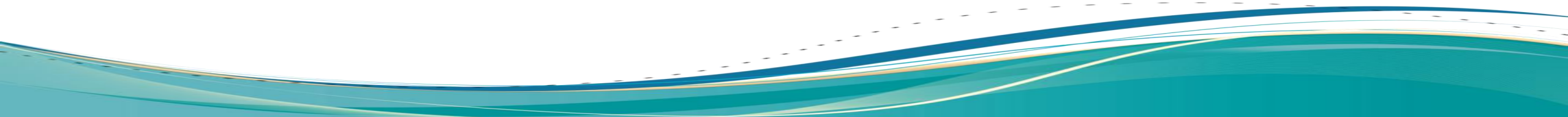
This checklist is your guide for conducting a health and safety orientation for workers. It is important and necessary that you customize this document to meet the unique circumstances of your workplace or work site. A thorough orientation should cover any unique hazards, specialized equipment, or site-specific procedures for workers.

Checking off each item confirms that the topics have been reviewed with the worker.

COMPANY SAFETY REQUIREMENTS	✓	N/A	Notes
Safety policy – If applicable, review the company's safety policy to make sure the worker understands the organization's commitment to maintaining a safe workplace.			
Roles and responsibilities – The worker understands the responsibilities of the employer, supervisor, and worker in maintaining a safe work environment.			
Workplace harassment – The worker has reviewed the company's workplace harassment policy and understands how to recognize, report, and prevent harassment.			
Safe work procedures and policies – The worker has been trained on established safe work procedures and policies relevant to their role.			
Incident reporting – The worker understands the process for reporting unsafe work conditions, near misses and workplace incidents.			
WHMIS – The worker has received training on Workplace Hazardous Materials Information System (WHMIS) and understands how to safely handle hazardous substances.			
Safety committee and Safety Representative – If applicable, the worker has been introduced to the company's Safety Representative or Safety Committee members and understands their role in making sure the workplace is safe.			
Ergonomics and hazard recognition – The worker has received training in proper ergonomics, injury prevention, and identifying workplace hazards.			
Workplace inspections and safety controls - The worker is trained on the workplace inspection process and on how to correct hazards			
Right to refuse unsafe work – The worker understands their right to refuse unsafe work and the steps to follow if they believe a task is unsafe.			

PERSONAL PROTECTIVE EQUIPMENT (PPE)	✓	N/A	Notes
PPE requirements – The worker is aware of the required PPE for their role including when and how to use it.			
Use, fit, storage, maintenance – The worker has been trained on the correct use, fit, storage, and maintenance of required PPE.			

Company Safety Requirements



OHS Policy

- Outlines employers, supervisors, and workers OHS responsibilities
- Posting requirement (5 or more employees)

DRAFT OCCUPATIONAL HEALTH AND SAFETY POLICY

This policy will apply to _____ at all locations.
(Name of Firm)

P O L I C Y

_____ is committed to providing a healthy and safe work environment for its workers and preventing occupational illness and injury. To express that commitment, we issue the following policy on occupational health and safety.

As the employer, _____ is responsible for the health and safety of its= workers.

_____ will make every effort to provide a healthy and safe work environment. We are dedicated to the objective of eliminating the possibility of injury and illness.

As _____, I give you my personal promise to take all reasonable precautions to prevent harm to workers.

Supervisors will be trained and held responsible for ensuring that the workers, under their supervision, follow this policy. They are accountable for ensuring that workers use safe work practices and receive training to protect their health and safety.

Supervisors also have a general responsibility for ensuring the safety of equipment and facility.

_____ through all levels of management, will co-operate with the joint occupational health and safety committee, (if you have one) or the representative and workers to create a healthy and safe work environment. Co-operation should also be extended to others such as contractors, owners, officers, etc.

The workers of _____ will be required to support this organization=s health and safety initiative and to co-operate with the occupational health and safety committee or representative and with others exercising authority under the applicable laws.

It is the duty of each worker to report to the supervisor or manager, as soon as possible, any hazardous conditions, injury, accident or illness related to the workplace. Also, workers must protect their health and safety by complying with applicable Acts and Regulations and to follow policies, procedures, rules and instructions as prescribed by _____.

_____ will, where possible, eliminate hazards and, thus, the need for personal protective equipment. If that is not possible, and where there is a requirement, workers will be required to use safety equipment, clothing, devices and materials for personal protection.

_____ recognizes the worker=s duty to identify hazards and supports and encourages workers to play an active role in identifying hazards and to offer suggestions or ideas to improve the health and safety program.

Signed:

Title:

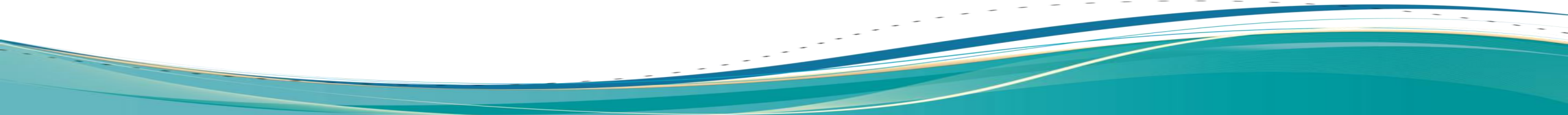
This policy has been developed in co-operation with the Joint Health and Safety Committee, representative or workers.

Roles & Responsibilities

Employers/Supervisors

- Provide a safe workplace
- Identify hazards
- Ensure safe work procedures are followed
- Reporting

Workers

- Wear PPE
 - Report Hazards
 - Raise unresolved concerns
 - Follow safe work procedures
- 

WORKPLACE HARASSMENT POLICY

Review your Workplace Harassment Policy

- [Guide to Workplace Harassment Regulations](#)

“Every worker has a right to a healthy and safe workplace. To achieve this, employers and workers play contributing roles in creating and maintaining a positive and respectful work environment.”

- Discuss the role of both workers and employers, in maintaining a respectful workplace (from day 1)
- Review formal reporting procedures, and how complaints will be investigated



EXPECTATIONS AROUND SAFETY PROCEDURES

Review expectations around OHS standards

- Read over the company Safety Policy, and discuss the meaning
- Emphasize that protecting the health and safety of all is a priority
- Remind that all in the workplace have a role to play in keeping the workplace safe



Safe Work Procedures

- Develop procedures for tasks involving hazards
- Train workers on procedures before starting work tasks
- Ensure supervisor monitor and enforce safety procedures
- Review and update procedures regularly



Incident Reporting

- Report unsafe conditions, near misses, and workplace incidents
- Internal incidents- how to fill out forms
- External incident- serious workplace injuries

REPORTING SERIOUS INJURIES AND EXPLOSIONS

Call the 24/7 OHS line at 902-628-7513

You are **required** to **immediately** report a serious injury or explosion to the WCB's Occupational Health and Safety Division

What is a serious injury?
A serious injury can include any of the following:

- Unconsciousness
- A fracture
- Loss of a limb
- Substantial loss of blood
- An amputation of leg, arm, hand or foot
- A burn to a major portion of the body
- Loss of sight in an eye
- A fatality

What if an explosion happened?
If an accidental explosion occurs in a workplace, the employer **MUST** notify the WCB's Occupational Health and Safety Division, **regardless of whether anyone is injured.**

What about the scene of the accident?
You must **NOT** disturb the scene of an accident where a serious injury occurred, **EXCEPT** to:

- Attend to persons injured or killed
- Prevent further injuries
- Protect property that is endangered as a result of the accident

In the above situations, the scene of the accident must be preserved until directed by an Occupational Health and Safety Officer.

What information do I need to provide?
When reporting a serious injury, the following information should be provided:

- The nature of the accident and the injury
- The date, time and location of the accident
- The name of the employer
- The name of each person involved in the accident

Safety Matters @ Work
Workers Compensation Board of PEI

To report a serious workplace injury, call the 24/7 Occupational Health and Safety Emergency Line at 902-628-7513

Workers Health & Safety Centre

Health and safety incident report form

The incident

Reported by	Department
Email	Phone Ext
Date of occurrence	Time

Exact location

Accident Incident Near miss Violence Ill health Safety

What happened? Report any details that may have contributed to the incident (i.e., poor lighting). Use additional paper as necessary and attach to form.

Describe the outcome: harm/health effects/damage.

Describe corrective measures taken to address immediate hazards related to incident.

Reporting Health and Safety Concerns

1. Supervisor
2. Health and Safety Committee or Safety Rep
3. If problem is not resolved, contact OHS @ WCB



WHMIS

- Training on WHMIS- labels, safety data sheets, hazard symbols, safe procedures
- Safely handle hazardous materials



SAFETY COMMITTEE AND OHS REP

Workers should know:

- The purpose of the Safety Committee/ Safety Rep
- Names and contact info for current members, co-chairs, and safety rep
- Location, dates and times of meetings
- How to bring agenda items or concerns to the Committee/rep

Hazard Recognition & Ergonomics

Training on:

- Identifying hazards- different types
- Injury Prevention-elimination or control measures
- Ergonomics- how we work



Workplace Inspections

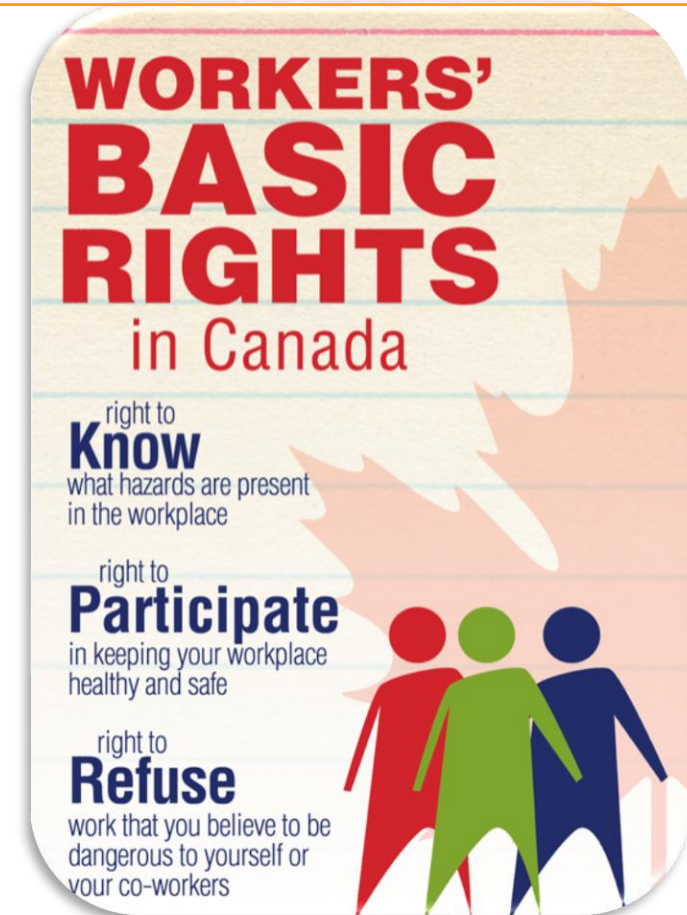
- Inspection process
- Types of inspections
- How often inspections occur
- Document & correct hazards



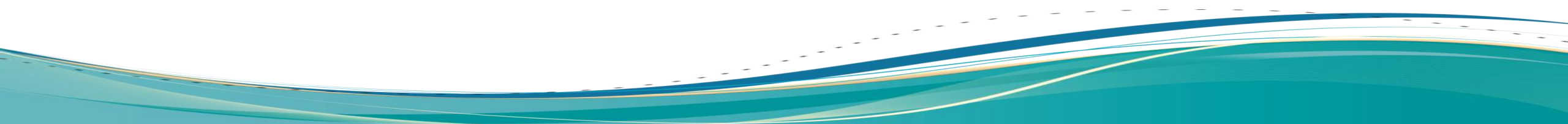
Right to Refuse

Understand they have the right to refuse unsafe work & the process

- 1.) Report concern to supervisor
- 2.) Supervisor investigates
- 3.) Refer to Committee or/Rep if unresolved
- 4.) Contact OHS if unresolved
- 5.) OHS officer investigates & decides



Personal Protective Equipment



PERSONAL PROTECTIVE EQUIPMENT

12. Duties of employers

- (1) An employer shall ensure
- (e) that workers are made familiar with the proper use of all safety features or devices, equipment and clothing required for their protection

16. Duties of workers

- (1) A worker, while at work, shall
- (c) Wear or use such individual protective equipment as is required by this Act and the regulations

45.15 Footwear

The employer shall ensure that a worker on a worksite or at any place of employment who is exposed to a hazard which could injure the foot wears footwear which meets the standards and specifications of CSA Standard Z195-14. . . *OHS Act General Regulations*



PERSONAL PROTECTIVE EQUIPMENT

- Review job-specific PPE requirements
- Explain duties of workers and employers around PPE use
- Outline disciplinary procedures for failure to comply.

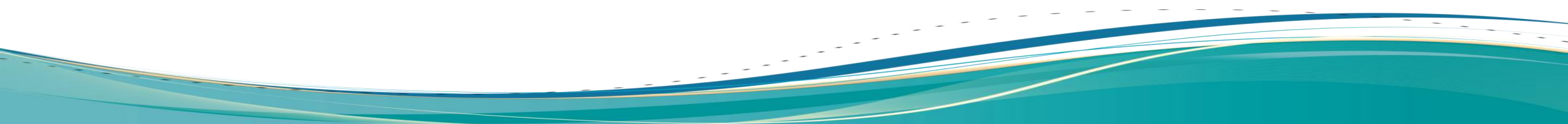


PPE- Use, Fit, Storage, Maintenance

- Ensures equipment is used correctly and safely
- Proper Fit- max protection/comfort
- Regular maintenance- ensure equipment remains effective and reliable
- Reduces risk of injury, equipment failure, and misuse
- Helps workers under responsibilities for care and reporting concerns



Important Contact Info



WORKPLACE CONTACT INFO

Provide workers with the workplace information they may need to:

- Report a concern- internally/externally
- Contact for Supervisors
- Safety Committee members/rep
- Call for help in case of emergency-first aiders



SAFETY COMMITTEE AND OHS REP

- **Joint Occupational Health and Safety Committee**
 - An employer's responsibility under the OHS Act
 - For workplaces with 20 or more workers
 - Made up of workers and employers to promote OHS
 - [Guide to Joint Occupational Health and Safety Committees](#)
- **Occupational Health and Safety Representative**
 - An employer's responsibility under the OHS Act
 - For workplaces with 5 - 19 workers
 - Selected by workers



First Aiders

- Who are your first aiders
- What is their contact



Example: XYZ Company

First Aiders-

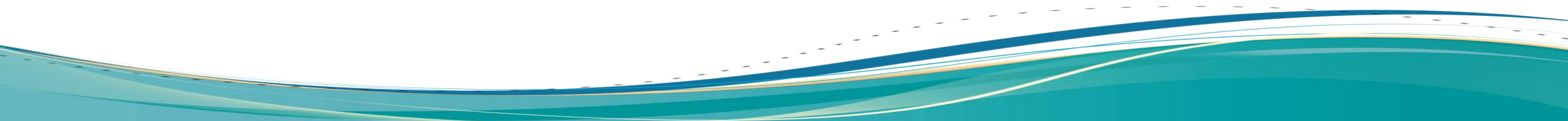
Bertha Gallant- 902-111-1111

Frank Senfield- 902-111-1112

Billy Bob Johnston 902-111-1113

Sue Liberty-902-111-1114

Emergency Preparedness



EMERGENCY PROCEDURES

Review plan with new workers

- Job-specific procedures
- Emergency exits and evacuation procedures
- Fire extinguishers
- Alarms and emergency signals

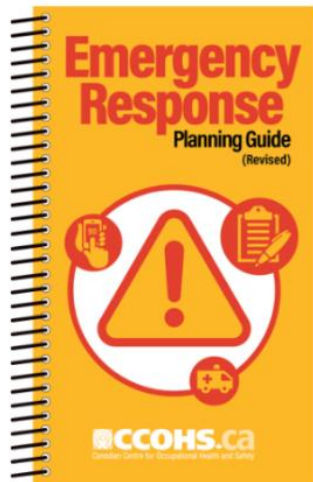


EMERGENCY PROCEDURES

Review your emergency preparedness plan

- [Emergency Response Planning Guide](#)

Canadian Centre of Occupational Health and Safety (CCOHS)



- Conduct a risk assessment
- Evaluate potential losses
- Identify potential emergencies
- Develop a comprehensive emergency response program
- Develop a business continuity and business recovery plan
- Design, conduct and evaluate drills and exercises
- Follow-up on and learn from incidents
- Continuously improve the response capability



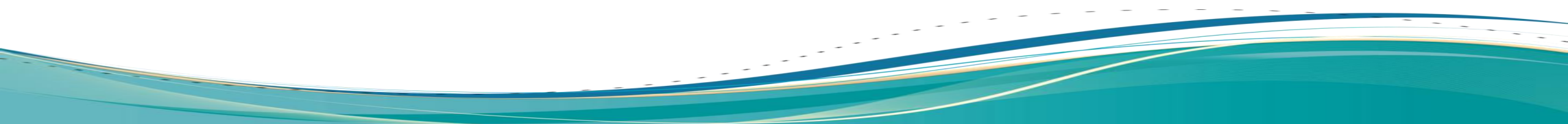
First AID

Indicate designated first aid providers and location of first aid kits and eye wash stations

- Outline employer's responsibility to
 - Maintain the first aid supplies and services required
 - Ensure accessibility of supplies and services during all work hours
 - Ensure adequate first aid supplies according to the risks workers may encounter



Additional Topics



ADDITIONAL TOPICS

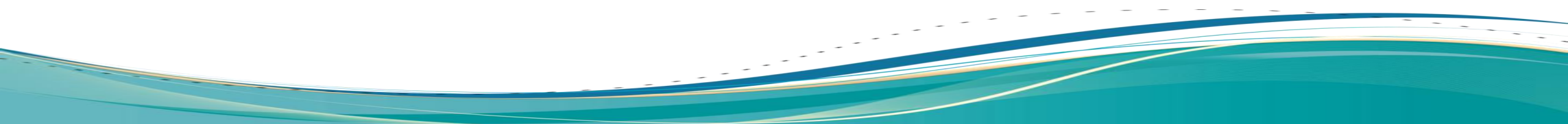
Additional topics may be needed for workplaces with a special focus/unusual working conditions:

- Remote working arrangements
- Dealing with violence
- Working alone



Regularly evaluating and updating your Health and Safety Orientation topics will help keep it current and meaningful.

Training



Best Practices- Training

- Use a standardized checklist
- Break training into short modules (gradual learning)
- Include hands-on demonstrations (interactive)
- Ask questions to confirm understanding
- Pair new workers with experienced workers
- Follow up after Day 1 / Week 1

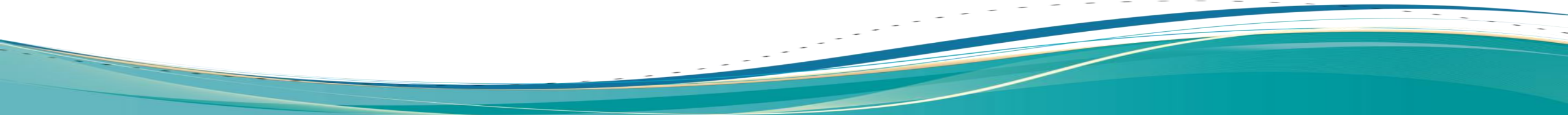


Training Records & Documentation

Benefits:

- Proof of due diligence
- Tracks completed training
- Identifies gaps
- Protects employer in case of incident

Records should contain the following:

- Date
 - Topics covered
 - Trainer name
 - Worker sign off
- 

Orientation & Training (Success Story)

- Kitcher-Wilmot hydro (Enova)
- Improvement in soft tissue injuries



Safety Scenario- Jordan's Story

Jordan has had a formal orientation and training on:

- 1.) Hazards
- 2.) Safe work procedures,
- 3.) How to respond to emergencies
- 4.) Proper PPE requirements

* A supervisor who does regular check-ins and support



Discussion Question- Final Thoughts



What parts of your orientation are working? Do you have any gaps you could improve on?

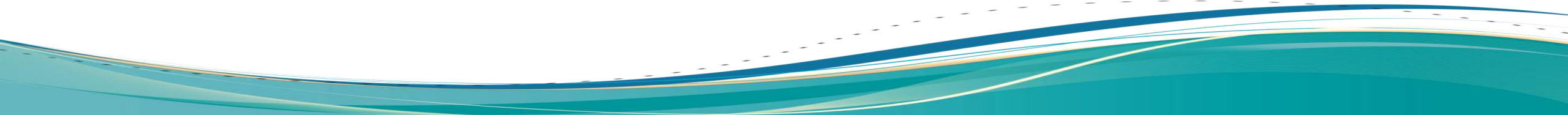
Do you have your own best practices that you find work around training & supervision?

Conclusion

Safety orientation/training is key!

- Orientation sets the tone from day one
- A strong orientation isn't just compliance- it prevents injuries
- Effective training + proper documentation= reduced risk
- Supervisors play a critical role in ensuring work is done right & safe

“ Remember — injuries don't happen because people want to get hurt... they happen when people don't know the risks. That's why today matters”



Questions?

For any additional information, please feel free to contact me at

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Occupational Health & Safety Division