

VBN Paving Limited

ORIENTATION POLICY

Purpose:

The purpose of this policy is to provide suitable instruction and review of some key hazards and aspects associated with the workers intended positional start or change.

Scope:

- All employees
 - New hire
 - Promotion
 - Transfer
 - Returning from extended absence
- All external parties that would be on site
 - Subcontractors
 - Supplied labour
 - Student(s)

Responsibility:

VBN PAVING Senior Management is responsible for:

- Providing an orientation program that covers all relevant aspects of the health & safety program
- Ensuring orientations are taking place
- Ensuring repairs and upkeep are completed expeditiously

VBN PAVING Health & Safety Manager is responsible for:

- Ensuring the policy is adhered to
- Obtaining and reviewing employee prior training
- Completing Company Orientations as required

VBN PAVING Senior and Site Supervisors are responsible for:

- Ensuring site specific orientation has been completed before allowing employee to begin working on site
- Completing Orientations if H&S Manager is unavailable
- Complete 2-week New Worker Assessment Form

VBN PAVING Employees are responsible for:

- Being engaged during the orientation process
- Asking questions and looking for clarification

Mandatory Training for all VBN PAVING Employees

WHMIS
Worker/Supervisor Awareness
Working at Heights
Completed Orientation

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Created by: Stephen Hall	Revised by: Steve Thorne	
Approved by: Angelo Ventrella	Approved by: Angelo Ventrella	Policy Statement

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Orientation Procedure – Employees: New and Returning from an Extended Absence

1. Complete employee intake form
2. Review current training to ensure all training required for the job has been completed
 - a. Obtain training certificate and place in employee file
3. Health & Safety Manager to perform the Company orientation with employee
 - a. Review of Company resume
 - b. Review of the organizational chart
 - c. Review of Health & Safety Plan
 - d. Discuss JHSC members
4. Senior or Site Supervisor to perform the Job Specific orientation with employee
 - a. Introduction to Site Supervisor
 - b. Introduction to co-workers
 - c. Advised of JHSC members
 - d. Advised of first aid trained personnel
 - e. Tour of the job site
 - i. Site office
 - ii. Job board
 - iii. First aid kit
 - iv. Fire extinguisher
 - v. Water
 - vi. Washroom facilities
 - f. Advised of job site hazards
 - i. Review of the job site Hazard Identification Form
 - ii. Overhead lines
 - iii. Underground utilities
 - iv. Confined spaces
 - v. Trenches
 - vi. Areas off limits
 - g. Advised of duties and responsibilities
 - i. Introduction to tools and equipment
 - ii. Specific duties for the project they will be working on
 - iii. Hours of work
 - iv. Follow the H&S plan
5. Health & Safety Manager, Senior Supervisor or Site Supervisor to review performance after two weeks and report back to Senior Management and make comments on the employee intake form
6. Health & Safety Manager to recommend if any training is required

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Orientation Procedure – Employees: Promotion or Transfer

1. Review current training to ensure all training required for the job has been completed
2. Senior Supervisor or Site Supervisor to perform the Job Specific orientation with employee
 - a. Introduction to Site Supervisor
 - b. Introduction to co-workers
 - c. Advised of JHSC members
 - d. Advised of first aid trained personnel
 - e. Tour of the job site
 - i. Site office
 - ii. Job board
 - iii. First aid kit
 - iv. Fire extinguisher
 - v. Water
 - vi. Washroom facilities
 - f. Advised of job site hazards
 - i. Review of the job site Hazard Identification Form
 - ii. Overhead lines
 - iii. Underground utilities
 - iv. Confined spaces
 - v. Trenches
 - vi. Areas off limits
 - g. Advised of duties and responsibilities
 - i. Introduction to tools and equipment
 - ii. Specific duties for the project they are working on
 - iii. Hours of work
 - iv. Follow the H&S plan
3. Health & Safety Manager, Senior Supervisor or Site Supervisor to review performance for two weeks and report back to Senior Management and make comments to be recorded in the employee file
4. Health & Safety Manager to recommend if any training is required

Orientation Procedure – Subcontractors; Suppliers; Supplied Labour; Students

1. Health & Safety Manager, Senior Supervisor, Site Supervisor, Field Clerk or approved consultant to perform the Company orientation
 - a. Review of Company resume
 - b. Review of the organizational chart
 - c. Review of Health & Safety Plan
 - d. Discuss JHSC members

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2. Health & Safety Manager, Senior Supervisor, Site Supervisor, Field Clerks or approved consultant to perform the Job Specific orientation
 - a. Introduction to Site Supervisor
 - b. Introduction to co-workers
 - c. Advised of JHSC members
 - d. Advised of first aid trained personnel
 - e. Tour of the job site
 - i. Site office
 - ii. Job board
 - iii. First aid kit
 - iv. Fire extinguisher
 - v. Water
 - vi. Washroom facilities
 - f. Advised of job site hazards
 - i. Review of the job site Hazard Identification Form
 - ii. Overhead lines
 - iii. Underground utilities
 - iv. Confined spaces
 - v. Trenches
 - vi. Areas off limits
 - g. Advised of duties and responsibilities
 - i. Introduction to tools and equipment
 - ii. Specific duties for the project
 - iii. Hours of work
 - iv. Follow the H&S plan
3. Health & Safety Manager, Senior Supervisor, Site Supervisor, Field Clerk or approved consultant to review performance for two weeks and report back to Senior Management and make comments on the employee intake form
4. Health & Safety Manager to recommend if any training is required

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