

 THE UNIVERSITY OF BRITISH COLUMBIA Facilities	Procedure No.: I-A-PR6	Approval Date: Last Revision:
	Responsible Executive:	
	Signed:	
Title: <p style="text-align: center;">DRAFT - NEW EMPLOYEE ORIENTATION</p>		
Background & Purposes: This procedure is to be used for all first time employees to ensure that all people working in a particular shop/or area have the minimum knowledge required to work safely and efficiently. <u>Definition:</u> A “new employee” is a person with no prior working experience at U.B.C., its shops and/or its facilities. The person may be a qualified journeyman, an unskilled worker, a casual worker or a student. <u>Objectives:</u> The orientation procedure including NEO Training are necessary to ensure compliance with the Workers’ Compensation Board, Industrial Health and Safety Regulations Articles 8:18, 8:20 and 8:84.		

1. General/ Guideline:

- 1.1. The responsibility for ensuring that a new employee is adequately informed about safety and operational procedures rests with the immediate supervisor. Before the new employee starts to work, the supervisor, or his delegate, must discuss, demonstrate, instruct and ascertain the following items with the new employee.
- 1.2. In addition to the checklist below, All new Facilities Department employees are required to attend NEO Day 1 and Day 2 Safety & HR Training, scheduled for the first and third Monday of each month, as well as the first and third Tuesday of each month. NEO training is scheduled by the Executive Secretary.
- 1.3. If a new Facilities Department employee is hired on a Monday that is outside of a scheduled NEO training session, the hiring manager must reach out to the Executive Secretary to support with scheduling a 1hr mandatory safety training course with SRS before the new employee can begin work.
- 1.4. Hiring managers can reach out to the Office Administrator or Executive secretary to support with NEO procedures at any time

PROCEDURES

Approved:

Revised:

1. General

- 1.1 The new employee will initial each of items on the following page to confirm their understanding.
- 1.2 The immediate supervisor will then return the initialed page, which will be placed in the employee's file.

NEW EMPLOYEE ORIENTATION

I-A-PR6

Employee Name: _____

Section: _____

Shop: _____

Employee's Initials _____

- _____ 1. Personnel Department Orientation.
- _____ 2. Introduction to the other shop employees and any relevant people in other shops or sections.
- _____ 3. Location of first aid equipment, emergency facilities, and what to do in case of an emergency.
- _____ 4. Location of fire fighting equipment, emergency facilities, and what to do in case of an emergency.
- _____ 5. Safety Policies and Procedures i.e.: lock-out, safety shoes, manhole entry, etc.
- _____ 6. Building evacuation procedures, location of exit doors.
- _____ 7. Emergency telephone numbers (fire, medical). Campus hospital location.
- _____ 8. Shop clean up and waste disposal procedures.
- _____ 9. Location of washrooms, lunchrooms.
- _____ 10. Discussion of working hours.
- _____ 11. Time card filling out, work order #'s.
- _____ 12. Work Order procedures.
- _____ 13. Sick time allocation and call-in procedures (if required).
- _____ 14. Demonstrate the use of unfamiliar machines and equipment.
- _____ 15. Stores and Tool Crib withdrawal procedures.
- _____ 16. WHMIS training and MSDS location.
- _____ 17. Procedure to follow when encountering hazardous material.
- _____ 18. Department of Plant Operations, Policies and Procedures.

NOTE: On the Job training orientation and training or competency evaluation is required under the BC OH&S Regulations and must be delivered by the supervisor. Employees are required to attend mandatory orientation and training offered through their Employer – The University of British Columbia

Supervisor means a person who instructs, directs and controls workers in the performance of their duties: This included subheads, heads, supervisors, managers etc...

Employee Name:	Start Date:
Employee ID:	Shop Name:
Supervisor:	Shop Contact #:

NEW EMPLOYEE ORIENTATION	Date	Worker Initial	Facilities HSE Initial
<p>New Employee Facilities Orientation conducted by Facilities HSE ** Must be on first date of employment <i>Introduction to Facilities Safety program</i> <i>University Safety Policy (BOG Policy # 7)</i> <i>Worker's responsibilities</i> Right to refuse unsafe work <i>Working alone</i> <i>How to obtain first aid</i> <i>Reporting of Hazards</i> <i>WHMIS Education</i> <i>Asbestos Awareness</i> <i>Ergonomic Risks</i></p>			

EMPLOYEE TRAINING PROVIDED BY SUPERVISOR (Complete within first week of employment)	Date	Worker Initial	Supervisor Initial
Policies and Responsibilities (Review all relevant UBC P&P's)			
HAZARD IDENTIFICATION & RISK CONTROL Risk specific refers to predictable risks encountered in shop/crew. Utilize the Job Safety Review document to review known hazards and their controls.			
<p>Worksite Specific WHMIS Training: <u>HANDS ON TRAINING</u></p> <ol style="list-style-type: none"> Procedures for the safe handling, use, storage and disposal of a controlled products. Procedures to be followed in the case of an emergency involving a controlled product. Location and use of Material Safety Data Sheets. 			
Use & Location of Fire Extinguisher, Fire Alarm Pull Station, Eyewash Station, Emergency Shower, Spill Kit, First Aid, Evacuation routes, Mustering stations, etc.			
Instruction In The Use, Care, And Maintenance Of Personal Protective Equipment: Eye Protection, Appropriate Footwear & Clothing, Appropriate Gloves, Respiratory Protection, Hearing Protection, Head Protection etc.			
Plan and review additional required courses – eg, <i>Confined space, Fall protection, Lockout, Moderate Risk Asbestos, HIAB, Forklift, Traffic Control, Use and Care of Respirators, Sharps, etc.</i> Contact Facilities Employee Development Coordinator (2-2962)			

Employee Name _____ Signature _____ Date _____

Supervisor Name _____ Signature _____ Date _____

Manager Name _____ Signature _____ Date _____