

Orientation Schedule & Outline

1. SAFER Orientation Video

TOTAL TIME: 2h21m

a. Orientation Introduction

b. Company Introduction

TOTAL TIME: 15m

- i. Introduce leadership and staff
- ii. Who is the person's direct supervisor and contact information
- iii. History of business
- iv. What we do and how we do it
- v. Organizational Values

c. Safety Policy and Procedure Review

- i. Rights & Responsibilities
- ii. Site Safety Rules
- iii. Hazard Assessments
- iv. Hazard Reporting
- v. Incident Reporting
- vi. Disability Management
- vii. Health & Safety Committee
- viii. Safety Communications

d. Key Hazards

- i. Mobile Equipment
- ii. Railways
- iii. Stationary Equipment
- iv. Electricity
- v. Lockout
- vi. Guarding
- vii. Combustible Dust
- viii. Hot Work
- ix. Confined Space
- x. Working at Heights
- xi. Working Alone
- xii. Housekeeping
- xiii. Fatigue
- xiv. MSI/Lifting
- xv. Slip, Trip and Fall

e. Bullying & Harassment

- i. Definitions
- ii. Violence in the Workplace
- iii. Red Shirt Foundation



SAFER

Safety Advisory Foundation for Education & Research

- f. PPE
 - i. Hardhats
 - ii. Hearing Protection/Hearing Loss Prevention
 - iii. Safety Glasses
 - iv. Respiratory Protection/Indoor Air Quality
 - v. High Visibility Clothing
 - vi. Gloves/Vibrations
 - vii. Foot Protection
 - viii. Clothing
 - g. WHMIS Introduction
 - h. Quizzes **TOTAL TIME: 15m**
- 2. Employee Set-up** **TOTAL TIME: 1h**
- a. Site Policies and Procedures
 - b. Payroll and benefits sign up
 - c. Additional training schedule distributed and reviewed
 - d. Employee Gear Assigned/Distributed
 - i. PPE
 - ii. Locks
 - iii. Keys
 - iv. Etc.
- 3. WHMIS (additional training material)** **TOTAL TIME: 45m**
- a. WHMIS 2015 for Workers
http://www.ccohs.ca/products/courses/whmis_workers/
- 4. Combustible Dust (additional training material)** **TOTAL TIME: 2h**
- a. Combustible dust hazard recognition
<http://fipibc.ca/module1/presentation.html>
 - b. Quiz
- 5. Site Tour** **TOTAL TIME: 1h**
- a. Physical visit to demonstrate some of the key classroom learnings

ORIENTATION LENGTH: 7h45m