

## TOPIC: Requirements for New and Returning Worker Orientations

**ACKNOWLEDGE:** Thank you for being here and participating in this safety talk. I know your time is valuable, so I will ensure every moment of this talk is worth your while (*make eye contact with the entire group*).

### Training Tips:

**Ask a lot of questions:** While delivering your Safety Talk, ask questions that ‘hook the mind’ and engage your participants. The simple act of asking questions is a High Impact Training technique!

**Raise a hand when asking questions:** Directed to your audience, you’ll often find that people are more willing to answer your questions and become active participants... try it out! Also, pause for a moment after asking a question; waiting for and encouraging responses from the group.

**Provide an example of a personal experience:** (or a recent news event) For instance: “A close friend of mine once \_\_\_\_\_”, or “Just last week \_\_\_\_\_”. This is a very effective method to help participants relate to your topic. It often helps them to realize: ‘*Yeah, this could affect me. I should listen to this.*’

**What’s In It For Me (WIIFM)?:** I am here to deliver a brief safety talk on the new legal requirements for the orientation of new and returning workers in Manitoba. This is a very important subject since the Workplace Safety and Health (WSH) Act and Regulations have been amended and are in force as of April 1, 2014.

### ASK: Did you Know?

- That new workers have 5 to 7 times the risk of injury in the first 4 weeks of a new job?
- That new workers tend not to ask questions because they are eager to do a good job, want to make a good impression and are afraid of losing their job?

**ASK:** Does anyone know the definition of a new worker that has been established in the amended WSH Act and Regulations? (*Encourage and wait for responses. Allow people to share their thoughts and experiences... this is the high impact part of training!*).

### ANSWER: All workers who are:

- a) new to the workplace
- b) moved to another area of the workplace that has different processes or hazards



- c) *workers who are being relocated to a different workplace with different facilities, procedures or hazards*
- d) *returning to the same workplace where the processes or hazards have changed*

**ASK:** Does anyone here know what topics must be covered in a safety and health orientation for new workers?  
(Encourage and wait for responses).

**ANSWER:** According to the amended WSH Act and Regulations employers must train/educate new workers on the following topics:

- a) *the employer's and worker's rights and responsibilities under the Act and applicable regulations;*
- b) *the name and contact information of the new worker's supervisor*
- c) *the procedure for reporting safety concerns and exercising the right to refuse dangerous work*
- d) *contact information for the committee or the representative*
- e) *safe work procedures that apply to the work to be done by the worker*
- f) *the hazards to which the worker may be exposed and the control measures undertaken to protect the worker*
- g) *emergency procedures including the location of first aid facilities, means of summoning first aid and how to reporting illnesses and injuries*
- h) *identification of prohibited or restricted areas or activities*
- i) *any other matters that are necessary to ensure the safety and health of the worker while at work*

**ASK:** Why do you think it is important that we conduct a safety and health orientation to new workers?

**ANSWER:** Some possible answers may be:

- *The law requires it*
- *It will help to reduce injuries and related costs*
- *It demonstrates due diligence*
- *It is the right of every worker to KNOW about the workplace hazards and processes that may affect them*
- *We want to ensure that all of our workers go home safe at the end of each day*



**ASK:** Why do you think it is important for the new worker to know the name and contact information of their supervisor?

**ANSWER:** This information is important because the new worker will probably have a lot of questions to ask when they are first starting in their respective position. If they do not have the knowledge of who to ask, or how to contact them, they may end up performing a job or task that they are not qualified for. This could be dangerous and could result in a personal injury, injury of a co-worker, or damage to equipment or materials.

**STATE:** No worker is to perform a task unless they have been properly trained and authorized to do. The training must be provided by a competent person, usually a supervisor that has knowledge, skill and experience in the task that is being educated on.

**STATE:** Records must now be kept of all new worker orientations that are performed. The records should be dated and signed by both the new worker and the trainer.

## **Remember:**

1. Ask for the commitment of your supervisors and workers,
2. Answer all questions,
3. Thank them for their time and
4. Document that this safety talk occurred.



<h2>RECORD OF SAFETY TALK</h2> <h3>Requirements for New and Returning Worker Orientations</h3>
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Company Name:	Work Location Dept.:
Talk Given by:	Date / Time:

Results of inspection, demonstration or other activity or suggestions during talk:

List of All Employees Who Attended the Safety Talk:	
Name (PRINT)	Signature
1.	
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Signed: \_\_\_\_\_ Position Held: \_\_\_\_\_