
New and Young Worker Orientation Checklist Policy

1.0 Policy Purpose & Scope

The purpose of this policy is to ensure that every new and young worker receives a structured, documented orientation before beginning any work activity. This orientation is designed to reduce the high risk of injury among workers who are unfamiliar with workplace hazards, emergency procedures, and their rights and responsibilities. This policy applies to all employees, contractors, volunteers, and students who are new to the workplace or under the age of 25, regardless of employment duration or status. It covers all worksites under the company's control, including field locations, offices, and remote sites.

2.0 Regulatory Context & Compliance

This policy is driven by the Workers Compensation Act (WCA) and the Occupational Health and Safety Regulation (OHSR) under WorkSafeBC, specifically Part 3 (Rights and Responsibilities) and Part 4 (General Conditions).

Key requirements include: (a) Employers must provide instruction and training to all workers, especially those new to the workplace or young workers (OHSR 3.22).

(b) Young workers (under 25) must receive additional orientation on their right to refuse unsafe work, workplace hazards, and how to report unsafe conditions.

(c) Documentation of orientation must be maintained for at least three years (WCA Section 172). Non-compliance may result in administrative penalties, stop-work orders, and increased liability in the event of an incident.

3.0 Roles & Responsibilities

Employer/Management:

- (a) Develop and maintain the New and Young Worker Orientation Checklist.
- (b) Ensure all supervisors are trained to deliver the orientation.
- (c) Provide adequate time and resources for orientation to occur before work begins.
- (d) Review and update the checklist annually or after any significant workplace change.

Supervisors: (a) Conduct the orientation using the approved checklist prior to the worker starting any tasks.

- (b) Verify the worker understands each item by asking questions and observing comprehension.
- (c) Sign and date the completed checklist and submit it to HR/Safety within 24 hours.
- (d) Assign a competent mentor or buddy for the first week of work.

Workers: (a) Participate actively in the orientation.

- (b) Ask questions if any instruction is unclear.
- (c) Sign the checklist to confirm receipt of training.

(d) Report any hazards or concerns immediately to their supervisor.

4.0 Program Execution & Procedures

The orientation program follows a mandatory step-by-step process: Step 1 – Pre-Arrival: HR notifies the supervisor of the new worker's start date. The supervisor reviews the checklist and prepares necessary PPE and safety materials. Step 2 – Day One Orientation (before any work): The supervisor meets the worker and completes the checklist covering:

(a) Company safety policy and culture.

(b) Emergency procedures (fire, evacuation, first aid).

(c) Location of first aid kits, fire extinguishers, and exits.

(d) Hazard identification for the specific work area (e.g., moving equipment, chemicals, heights).

(e) Proper use of required PPE.

(f) Rights and responsibilities under the WCA (right to refuse, duty to report).

(g) Reporting procedures for injuries and near misses.

(h) Young worker-specific topics: common hazards, peer pressure, and how to ask for help. Step 3 – Verification: The supervisor asks the worker to demonstrate understanding (e.g., locate emergency equipment, explain a hazard). Step 4 – Documentation: Both parties sign the checklist. The supervisor uploads the signed copy to the company's safety management system (e.g., SafeDesk) within 24 hours. Step 5 – Follow-up: The supervisor conducts a 7-day and 30-day check-in to reinforce training and address any new questions. Any gaps identified are documented and addressed through additional coaching.

5.0 Review & Recordkeeping

Completed orientation checklists must be retained for a minimum of three years from the worker's start date, or until the worker turns 26 (whichever is longer). Records are stored electronically in the company's safety management system (e.g., SafeDesk) and are accessible to the Joint Health and Safety Committee (JHSC) upon request. The policy and checklist will be reviewed annually by the Safety Director and JHSC, and updated following any regulatory changes, incident investigations, or significant workplace modifications. A log of revisions will be maintained to track changes.

Regulatory Disclaimer: This policy is a generic organizational template. The end-user assumes all liability for reviewing and adapting these protocols to meet specific provincial regulations (e.g., WorkSafeBC, OHSA) and corporate requirements prior to formal implementation.