
New Employee Orientation and Safety Onboarding Policy

1.0 Policy Purpose & Scope

The purpose of this policy is to ensure that every new employee, contractor, and visitor receives consistent, comprehensive safety orientation and onboarding before commencing work. This policy applies to all individuals entering company premises or performing work on behalf of the organization, including full-time, part-time, temporary, and contract personnel. The core objective is to mitigate workplace hazards, reduce incident rates, and foster a culture of safety from day one.

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). It also aligns with the Canadian Criminal Code (Bill C-45) regarding corporate liability for workplace safety. Compliance ensures that the organization meets its duty to provide adequate instruction, training, and supervision to all workers.

3.0 Roles & Responsibilities

Employer/Management: Must develop, implement, and maintain the orientation program; allocate resources for training; and ensure all supervisors are competent to deliver safety onboarding.

Supervisors: Must conduct site-specific hazard assessments, verify completion of orientation, and provide ongoing mentorship.

Workers: Must actively participate in all orientation sessions, ask questions, and comply with all safety procedures. Joint Health and Safety Committee (JHSC): Must review orientation content annually and recommend improvements.

4.0 Program Execution & Procedures

The orientation program consists of three phases:

- (1) Pre-arrival: New hires receive a safety handbook and digital access to SafeDesk for policy review.
- (2) Day 1: In-person or virtual session covering emergency procedures, hazard reporting, PPE requirements, and rights/responsibilities.
- (3) Week 1: Job-specific training, supervisor-led walkthrough, and sign-off on competency checklists. All orientation must be documented in the company's learning management system (LMS) and tracked via SafeDesk. No worker may perform tasks without completing orientation.

5.0 Review & Recordkeeping

Orientation records must be retained for the duration of employment plus three years, as per WorkSafeBC requirements. Records include signed checklists, training certificates, and LMS completion logs. The JHSC must review this policy annually and update it based on regulatory changes, incident trends, or operational changes. The Corporate Safety Director holds responsibility for recordkeeping and policy version control.

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.