



R. Fryer Forest Products LTD.
Monetville, Ontario
Policies & Procedures

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Originated By:
Heather Fryer

Approved By: Mark Fryer

Subject: **Orientation Policy & Procedures**

POLICY:

- A) To have every new Employee receive Orientation – a general one given by a designated, competent person and a job specific one given by the employee's Superintendent or Lead-hand.
- B) To have group orientation sessions for all employees once per year. This will refresh and inform employees as to revised policies and practices.
- C) An employee may be requested by the Superintendent or management to attend a re-orientation after any of the following occur: incident or accident (with/without injury). Issue of a warning (verbal or written) or an extended absence from the workplace(3 months minimum).
- D) An evaluation will be done on new employees 3 times a year, after the first month, after the third month and an annual one. After the first year employees only need a yearly evaluation. This is to be done by the Superintendent through observation; lead-hand reports either verbal or written, injury/incident reports or other means (co-worker interviews). The superintendent needs to go through the evaluation with the employee to help the employee improve, or to give positive feed back. Employee needs to sign and may make comments. Employee may have copy given upon request.

PROCEDURES:

New employee orientations will take place, as much as possible, before or on the first day of work, and will consist of two parts. Each new employee receives a checklist of items he/she is required to fulfill prior to beginning work.

- 1) A designated, competent person will conduct a session, with one or more employees. At this time the new employee(s) will be given an orientation package which includes a copy of the information presented, a wallet card summarizing important points, including hazardous material symbols. The presenter will ensure that the employee(s) understand the information and will ask at intervals if there are any questions. The session will cover the following topics:
 - Job responsibilities
 - Personal protective equipment
 - Health & safety
 - Reporting of accidents/incidents, illness or absence.
 - First aid procedures
 - Workplace hazardous materials information system (basics)
 - Lockout policy (basics)

- Emergency procedures
- No smoking policy
- Discipline policy
- Workers rights
- At the end of the session, the new employee(s) will be asked to sign their orientation form to verify that they have received the training.

2) The Superintendent, Lead-hand or designated, competent person will review most of the same subjects but in specific relation to the job and area in which the employee will be working. Following this part of the orientation, the Superintendent, Lead-hand or designated, competent person will initial the employee's orientation form. In addition, the Superintendent, Lead-hand or designated, competent person will train the new employee in his/her duties, using the Safe Operating Procedures for that particular position. The employee(s) will then be asked to demonstrate what is required of him/her as outlined in the SOP to show his/her ability to perform the job. The employee(s) will then be asked to sign off after all his/her questions have been answered and the Superintendent, Lead-hand or designated, competent person is satisfied that they understand what is expected of them. This should not be on the same day but after a period of observation and performance. (see Safe Operating Procedures BAS 16).

3) Orientation Review:

This will be accomplished by holding sessions with each shift of workers in a group situation at least once per year. Copies of the material covered will be handed out. An attendance sheet will be circulated for each person to sign. A record of each employee's attendance of the session will be included in his or her personnel file.