



Orientation for Young and New Workers

New legislation effective July 26, 2007

New WorkSafeBC Occupational Health and Safety Regulations

Effective July 26, 2007, all employers must ensure that a young or new worker is given health and safety orientation and training specific to his/her workplace **before** the young or new worker begins work.

The new sections of the Occupational Health and Safety Regulation, sections 3.22 to 3.25 is intended to reduce the injury rate for young and new workers. The injury rate of young workers is more than twice that of the overall population, and the number of serious injuries to young workers has risen since 2001. Males under the age of 25 are much more likely to be injured on the job than any other worker. In addition, during their first month on the job all workers - regardless of age - have five to seven times the average risk of sustaining a workplace injury.

A young worker is defined as “any worker who is under 25 years of age,” and a new worker is defined as “any worker who is new to the workplace, returning to a workplace where the hazards in that workplace have changed during the worker’s absence, affected by a change in the hazards of a workplace, or relocated to a new workplace if the hazards in that workplace are different from the hazards in the worker’s previous workplace.”

An employer must document all their orientation and training.

At first glance, these Regulations may appear complex, however, the attached checklist (page 4) is intended to simply the implementation of the Regulations.

Keep in mind

These amendments draw together into one place existing requirements from the Act and Regulations.

While orientation is identified in the Regulations as being the employer’s responsibility, it is the responsibility of every supervisor to comply with the Regulations.

The Motion Picture and Performing Arts Industries

Our industries have a highly mobile workforce. SHAPE will be working to provide generic orientation to groups of new and young workers. Workers who have taken SHAPE’s Safety Awareness training or who can display a SHAPE *Your Rights* wallet card will have received orientation on Employers and Workers rights and responsibilities and the Right to Refuse unsafe work. However, site specific orientation will still be required. Please see the attached checklist for clarification.

Part 3: Rights And Responsibilities Young Or New Workers

Definitions:

(WorkSafeBC OH&S Regulations Sect. 3.22)

“*new worker*” means any worker who is

- (a) new to the workplace,
- (b) returning to a workplace where the hazards in that workplace have changed during the worker’s absence,
- (c) affected by a change in the hazards of a workplace, or
- (d) relocated to a new workplace if the hazards in that workplace are different from the hazards in the worker’s previous workplace;

“*young worker*” means any worker who is under 25 years of age.

Young Or New Worker Orientation and Training

Make Sure They Know Their Stuff:

(WorkSafeBC OH&S Regulations Sect. 3.23)

- (1) An employer must ensure that every young or new worker is given health and safety orientation and training specific to that young or new worker’s workplace as specified in subsections (2) and (3).



(2) Before a young or new worker begins work in a workplace, the young or new worker must receive orientation and training on the following topics:

- (a) the name and contact information for the young or new worker’s supervisor;
- (b) the employer’s and young or new worker’s rights and responsibilities under the Workers Compensation Act and this Regulation including the reporting of unsafe conditions and right to refuse to perform unsafe work;
- (c) workplace health and safety rules;
- (d) hazards to which the young or new worker may be exposed, including risks from robbery, assault or confrontation;
- (e) working alone or in isolation;
- (f) violence in the workplace;
- (g) personal protective equipment;
- (h) location of first aid facilities and means of summoning first aid and reporting illnesses and injuries;
- (i) emergency procedures;
- (j) instruction and demonstration of the young or new worker’s work task or work process.

(3) Within two weeks or as soon as practicable after a young or new worker begins work in a workplace, the young or new worker must receive orientation and training respecting the following topics:

- (a) the employer’s health and safety program;
- (b) WHMIS information requirements set out in Part 5 of the WorkSafeBC Occupational Health & Safety Regulations, as applicable to the young or new worker’s workplace;
- (c) contact information for the occupational health and safety committee or the worker health and safety representative, as applicable to the workplace.

Write It Down:

(WorkSafeBC OH&S Regulations Sect. 3.24)

An employer must keep records of all orientation, training and assessments provided and ensure copies of worksite risk assessments are readily available for review by workers.

Keep an Eye On Young & New Workers:

(WorkSafeBC OH&S Sect. 3.25)

(1) As soon as practicable after providing orientation and training to a young or new worker, the employer must assess the young or new worker’s performance to determine if the young or new worker has received sufficient orientation and training to perform the worker’s work tasks or work processes safely.

(2) Every two months of the first six months of a young worker’s employment with an employer, the employer must assess and document the young worker’s performance to determine if the young worker is performing work tasks or work processes safely.

Are They Working Safely?

(WorkSafeBC OH&S Regulations Sect. 3.26)

An employer must provide a young or new worker with additional orientation and training if

- (a) an assessment under section 3.25 or workplace observation reveals that the young or new worker is not able to perform work tasks or work processes safely, or
- (b) requested by the young or new worker.

Tips For Effective Orientation and Training

- Set the tone by providing a clean, safe work environment.
- Stress safety over productivity. Productivity will come as new employees learn.
- Encourage questions, questions, and more questions.
- Don’t assume anything is “common sense.”
- Evaluate and assess the safety of equipment young workers might be required to operate.
- Ensure that young and new workers are appropriately supervised.
- Involve supervisors and experienced workers in orientation and training.

General Duties of Employers Summary

(Workers Compensation Act, Part 3, Div. 3, Sec. 115)

Employers must remedy any workplace conditions that are hazardous to the health or safety of the employer's workers, and ensure that workers are made aware of any potential health or safety hazards to which they are likely to be exposed to.

Employers must establish occupational health and safety policies and programs in accordance with the Regulations and provide and maintain personal protective equipment, and ensure that these are used by the employer's workers.

Information, instruction, training and supervision must be provided to workers to ensure their health and safety and that of other workers at the workplace.

A copy of the Workers Compensation Act must be always be available for review by workers.

Employers must consult and cooperate with the joint committees and worker health and safety representatives for workplaces of the employer, and cooperate with WorkSafeBC.

General Duties of Workers Summary

(Workers Compensation Act, Part 3, Div. 3, Sec. 116)

Every worker must take reasonable care to protect their own health and safety as well as that of other persons who may be affected by the worker's acts or omissions at work. Workers must carry out his or her work in accordance with established safe work procedures as required by the Workers Compensation Act - which includes, but is not limited to, the use of Personal Protective Equipment.

Workers shall not engage in horseplay or work while impaired by alcohol, drugs or other causes.

All violations of the Workers Compensation Act must be reported to the supervisor or employer, including, but

not limited to, the absence of or defect in any protective equipment, device or clothing, or the existence of any other hazard.

The worker is required to cooperate with the joint committee or worker health and safety representative for the workplace and with WorkSafeBC.

Refusal of Unsafe Work Summary

(WorkSafeBC OHS Regulation 3.12-3.13)

A person must not carry out or cause to be carried out any work process or operate any equipment if there is reasonable cause to believe that to do so would create an undue hazard to the safety of any person.

Any worker who refuses to carry out a work process must immediately report the circumstances of the unsafe condition to his or her supervisor or employer.

A supervisor or employer must immediately investigate the matter and ensure that any unsafe condition is remedied without delay. If the matter cannot be resolved, the supervisor or employer must investigate the matter in the presence of the worker who made the report and a worker member of the joint committee or a worker selected by a trade union representing the worker. If there is no joint committee or the worker is not represented by a trade union, any other reasonably available worker selected by the worker should be involved.

If the matter is still not resolved both the supervisor (or the employer) and the worker must immediately notify an officer, who must investigate the matter without undue delay and issue whatever orders are deemed necessary.

Note: The material in this publication does not replace the Occupational Health and Safety Regulation administered by WorkSafeBC. Employers and workers should always refer to the Regulation for specific requirements that apply to their activities.



Orientation For Young and New Workers

Please use this checklist when training young and new workers on Health and Safety in your workplace.

Worker(s) Name: _____
(For multiple workers, attach sign in/attendance sheet)

Date Worker Hired: _____ Date of Orientation: _____

Supervisor's Name: _____

Topics To Be Discussed

General Orientation:

Each worker need only receive this once. Page 3 contains a summary of this information that can be photocopied for distribution.

- Employer's rights and responsibilities under the Workers Compensation Act.
- Worker's rights and responsibilities under the Workers Compensation Act.
- Right to refuse unsafe work.

To Be Reviewed At Each New Location:

- Workplace health and safety rules.
- How to report unsafe work conditions.
- Emergency procedures.
- Location of first aid facilities.
- How to get first aid and/or report injuries and illness.
- Location of fire exits and fire extinguishers.
- Name and contact information for worker's supervisor.
- Specific Instruction and demonstration of worker's work task/process.

If Applicable:

- Potential workplace hazards.
- WHMIS and location of MSDSs.
- Working alone procedures.
- Violence in the workplace (ie. risks from robbery, assault, confrontation, etc...).
- Personal protective equipment (PPE).

Written work procedures: _____

Other topics covered: _____

