



## A Health and Safety Guideline for Your Workplace

# Induction Training

### Introduction

New employees (including transferred, re-hired and seasonal/temporary employees) have different training needs. These should be identified for individuals and for groups. The type of training for occupational health and safety depends on:

- z the nature of the job;
- z previous work or job experience;
- z age (for example, the training needs of the young worker entering the workforce for the first time will be different from those of an older person re-entering the workforce);
- z previous training within the company (in the case of transferred employees).

Induction training provides many benefits:

- z Makes the employee aware of the health and safety hazards of the job and how these affected the safety of others.
- z Helps to reduce the high risk potential of injuries to young employees, new/transferred or re-hired employees, and seasonal or temporary employees.
- z Helps to meet legal requirements. *See Legislation*
- z Helps to reduce the anxiety or stress experienced in a new or changed working environment or situation.
- z Helps to balance the company's need for productivity with the worker's needs for self-esteem and security.

- z Helps to make the introduction of new, transferred or re-hired employees more efficient.

### Legislation

Under the Occupational Health and Safety Act, the employer is required to provide information, and instruction and supervision to protect the health and safety of workers. Supervisors and workers also have certain legal responsibilities. In particular, refer to sections 25(2)(a)(c)(h) – duties of employers, 27(2) – duties of supervisors, and 28(1) & (2) – duties of workers.

Ontario's WHMIS Regulation (RRO 860/90) outlines the training requirements for employees who work with or near hazardous materials. Refer to sections 6 & 7 of the regulation.

There are also other training requirements. For example, in RRO 851/90 respecting Industrial Establishments, under section 79, workers must be instructed and trained in the use and care of any protective clothing, equipment or devices they are required to use.

### Designated Substance Requirements

The medical surveillance programs required under the various designated substance regulations contain specific requirements for health education. Refer to the Codes for Medical Surveillance.

## Training

There should be three stages in any induction training program:

- z General training;
- z Job – specific training;
- z Follow-up and evaluation.

### General Training

Tell the newcomer about the company, its products, etc. Also explain:

- z department functions;
- z reporting structures;
- z relationships with other departments;
- z standard operating procedures;
- z reporting of hazards.

### Job Specific Training

Provide instructions and training in:

- z the safety and health hazards of the job;
- z safe working practices, procedures and precautions (include applicable control systems such as lock-out or work permits);
- z the use, care and maintenance of personal protective equipment.

If hazardous materials are present or used, provide training in:

- z the content, purpose and significance of the supplier and workplace labels, and of material safety data sheets (MSDSs);
- z procedures for the safe handling, disposal, use and storage of the product in containers as well as in pipes, tank cars, tank trucks, and other devices conveying these materials;
- z procedures for dealing with fugitive emissions;
- z emergency procedures.

The forms provided in Figures 1 and 2 will help you identify the items to be covered in your induction program.

## Follow-up and Evaluation

Education and training is an on-going activity. The induction program should be evaluated periodically to assess its effectiveness in protecting employee health and safety. Such evaluations will help identify the strengths and weaknesses in the program so that appropriate action can be taken.

## Responsibilities for Training

In small firms, the responsibility for carrying out induction training may rest with one person. In large firms, this responsibility may be shared between the manager, supervisors, the personnel department, the health and safety representative (H. & S. Rep.) or joint health and safety committee (JHSC), and others. In either case, the employer or his/her delegates (senior manager) should provide the policy direction with respect to occupational health and safety induction training. Some examples of responsibilities are:

### Personnel Manager

- z Ensure policy is implemented.
- z Prepare induction checklist, and update these as necessary.
- z Plan and administer the formal program.
- z Assist and advise staff having induction responsibilities.

### Manager/Supervisor

- z Ensure the program is followed.
- z Review checklist in advance, establish priorities, and schedule time for the required training.
- z Ensure on-the-job training is provided.

### H. & S. Rep/JHSC

- z Review program and recommend changes.
- z May be required to assist in delivery of induction training.

**Figure 1:**

## **Sample checklist of items that should be covered in an Induction Program**

### **General Induction**

- 9 Overview of the company
- 9 Organization structure
- 9 Company policy and procedures
- 9 Pay rates (regular, overtime, etc.)
- 9 Benefits (medical, insurance, etc.)
- 9 Introduction to union, where appropriate
- 9 Employee problems and concerns
- 9 Grievance procedure
- 9 Personnel records
- 9 Communication
- 9 Physical facilities
- 9 Absenteeism, lateness, etc.
- 9 Employee performance
- 9 Awards program
- 9 Safety and health policy and rules
- 9 Legal responsibilities and rights
- 9 Physical examinations
- 9 First-aid facilities
- 9 Fire and emergency procedures
- 9 Reporting of hazards
- 9 H. & S. Rep./JHSC
- 9 Personal protective equipment (PPE)
- 9 Use of tools and equipment
- 9 Hazards – loose clothing, jewellery
- 9 General housekeeping
- 9 Restricted areas
- 9 Restricted equipment
- 9 Reporting of work-related injuries and illnesses
- 9 \_\_\_\_\_
- 9 \_\_\_\_\_
- 9 \_\_\_\_\_

### **Job-specific Induction**

- 9 Department functions
- 9 Department tour
- 9 Priorities
- 9 Reporting structures
- 9 Relationships with other departments and within department
- 9 Specific duties and responsibilities
- 9 Information on hazards, controls precautions and procedures
- 9 Use of tools and equipment
- 9 Materials/substances in use – handling and storage procedures
- 9 Labelling systems/warning signs/MSDSs
- 9 Use and care of PPE
- 9 Housekeeping procedures
- 9 Work permit systems
- 9 Specific worker legal responsibilities
- 9 Department occupational health and hygiene basics
- 9 Process hazards (e.g., toxic dusts)
- 9 Fire exits, emergency equipment
- 9 Performance evaluation
- 9 Security
- 9 Types of assistance available
- 9 What to do in an emergency
- 9 One-on-one instruction
- 9 Hazards –loose clothing, jewellery
- 9 Lifting and handling restrictions
- 9 Safe stacking of materials
- 9 Safety supplies and equipment
- 9 Defective or inappropriate tools
- 9 Correct use of guards
- 9 Safe procedures for machines
- 9 Maintenance of clear access and egress
- 9 Smoking restrictions
- 9 Reporting of hazards
- 9 Notification of work-related injuries and illnesses
- 9 \_\_\_\_\_
- 9 \_\_\_\_\_
- 9 \_\_\_\_\_



## References

*International Safety Rating System/Workplace Safety & Health Program Audit:*

- z Element 10 – Knowledge and Skill Training
- z Element 12 – Health and Hygiene Control
- z Element 18 – Hiring and Placement

**Induction Training** is one in a series of guidelines designed to help you with your health and safety program. Other guidelines in this series on **Program Development** are:

- z Health & Safety Program for Small Businesses
- z Planned Accident Prevention
- z Hearing Conservation
- z How to Conduct Workplace Inspections
- z Injury Reporting Procedures
- z First Aid at Work

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