



1.0 INTRODUCTION

Health and Safety orientation (sometimes called On-Boarding) is a vital component of any company's health and safety management system. It is the process of introducing new, inexperienced, transferred and returning employees to a safe and healthy workplace.

It provides employees with necessary safety information about their job and tasks, informs them of specific details about workplace hazards and provides an opportunity to learn about the company and their colleagues, ask questions and to clarify new or confusing information.

In New Brunswick, all employers are required to provide **new employees** with safety orientation **before they begin work** as well as job specific training.

2.0 SCOPE

Any new employee (definition below) or contractor working for NB Power.

3.0 REFERENCES

NB OHS General Regulation 91-191	http://laws.gnb.ca/en/ShowPdf/cr/91-191.pdf
OHS Act	http://laws.gnb.ca/en/ShowPdf/cs/O-0.2.pdf Section 8.2
HSEE-03-21	Safety Training
HR New Employee On-Boarding site	https://nbpower.sharepoint.com/sites/HR/SitePages/New-Employees.aspx
Form 664	Safety Orientation for the New Employee
HR On Boarding	https://nbpower.sharepoint.com/sites/HR/SitePages/New-Employees.aspx
Addressing a safety concern	Process

4.0 TERMS AND DEFINITIONS

New Employee	<ul style="list-style-type: none">• new to a position or place of employment• returning to a position or place of employment following an absence of one year or more,• under 25 years of age and returning to a position or place of employment after an absence of more than six months, or• affected by a change in the hazards of a position or place of employment.
On-Boarding (orientation)	is the process of introducing new, inexperienced, and transferred workers to the organization, their supervisors, co-workers, work areas, and jobs, and especially to health and safety.
Supervisor	a person who is authorized by an employer to supervise or direct the work of employees regardless of title (lead, foreman, senior, etc.)

5.0 ROLES AND RESPONSIBILITIES

5.1 Supervisor

- Receives direction from HR on where to access and complete the onboarding information.
- Ensuring that new employees receive and understand all relevant information and training required before beginning work.
- Ensure competency of employees before assigning work.

5.2 Employee

- Participate in orientation and relevant training programs
- Understand job requirements before beginning work.
- Ask questions if unsure of any information

6.0 STANDARD

General

A solid employee onboarding process is necessary to help your new hires settle down in their jobs, get to know the organization, obtain clarity on their job objectives, and build a good relationship with other employees.

The length of time required for on-boarding cannot be defined, as it will depend on the workplace, and the specific job and tasks. It should consist of practical and hands-on methods and focus on the skills the employee must develop to be successful at their job.

6.1 Benefits of an effective on-boarding process

- Employees become aware of the health and safety hazards on the job, controls for these hazards and how they can affect their safety and the safety of others.
- Helps reduce the risk of potential injuries and accidents.
- Meets legislative requirements (demonstrates due diligence).
- Increases efficiency of the new employee.
- Demonstrates NB Power's obligation to protect the employee from harm.

6.2 Training

During the on-boarding phase, each employee develops the knowledge, skills, and abilities that are necessary to work in a safe and healthy manner. While training (or refresher training) is always important, training should always be provided when employees are:

- transferred to jobs or work areas they are unfamiliar with,
 - returning from an extended period away from work,
 - new to the work force.
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Providing training and extra assistance during the initial period of employment is critical, regardless of the age of the employee, as they may not be familiar with all the hazards of the job or the workplace.

Not all training can or should be done on the first day. Time the on-boarding sessions to best match the needs of the workplace and the work done but be sure all areas are covered.

Note: It is important that the employee does not perform any task they have not been trained to do.

6.3 Topics included in orientation

At a minimum, the orientation must include the eight topics listed below as well as site-specific information that applies to the employee's worksite and specific tasks.

1. **Roles and Responsibilities:** Explain both the employee and employer responsibilities for safety, specific information includes:
 - Health and Safety Management System, what is it and where to find it
 - Reporting of incidents
 - Reporting unsafe working conditions
 - Process for exercising their right to refuse unsafe work
 - Identification of required training
 - How to address a safety concern
 2. **Procedures and Codes of Practice:** Outline the expectations for the employee and the employee's supervisor to adhere to all procedures, codes of practice, standards, etc. that apply to the employee's work and where to find the information.
 3. **Code of Practice for Working Alone:** Outline the process for any employee who works alone so they can remain safe on the job or to be able to summon emergency assistance if required. Review divisions Working Alone COP if applicable.
 4. **Personal Protective Equipment (PPE):** Review the required PPE for specific jobs including the appropriate use, fit, inspection, storage, and maintenance.
 5. **First Aid:** Identify first aid providers, indicate areas for Automatic External Defibrillators (AED's) first aid kits and first aid room (if applicable). Explain to employees how to summon first aid for themselves or for a co-worker.
 6. **Emergency Procedures and Preparedness:** Review the company's emergency response: evacuation plan including exit routes; evacuation signals and sirens; location of eyewash stations and showers, fire extinguishers and alarm pull boxes, etc., and identify fire warden (s).
 7. **Workplace Hazardous Material Information System (WHMIS):** Explain where hazardous materials and substances are located and review the labeling system, hazardous symbols, location and contents of the Safety Data Sheets (SDS). Arrange for site-specific WHMIS training as soon as possible.
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8. **Joint Health and Safety Committee (JHSC) or Safety Representative:** Identify the JHSC members or the safety representative to the employee and outline the JHSC's or safety representative's role in helping maintain a healthy and safe workplace.

6.4 Form 664- Safety Orientation for the New Employee

Form 664 has been developed to guide supervisors to cover all safety information required in the on-boarding process.

- Generation stations have an on-site orientation process that should meet and exceed the Form 664. There is a check box on the bottom of Form# 0664 which states: "Check this box if an "On-Site" Safety Orientation checklist covers all of the above information". Once the Orientation is completed with the new employee, check this box, the employee and supervisor must sign and date the form and send it to the Human Resources, Employment & Development Department.
- For those areas that do not have an on-site safety orientation (Transmission / Distribution, Head Office), Form# 0664 "Safety Orientation for the New Employee" must be completed in full.
- Once the Form #0664 is completed with the new employee, the employee and supervisor must sign, date the form and send it to the Human Resources, Employment & Development Department.

6.5 Retention

The records of the orientation and training of new employees shall be retained for the duration of employment.

Health & Safety Standards



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On-Boarding of New Employees (Safety)

7.0 APPENDIX

Appendix A – Form 664 Safety Orientation for the New Employee

Appendix B – How to Address a Safety Concern

DOCUMENT APPROVAL/REVISION RECORD

Revision #	Date	Revision Summary	Author	Reviewed By	Approved By
01	2021-07-31	Total Revision. New title, previously Safety Orientation for the New Employee.	N. Allen	THS Standard Review Team	R. Condon
02	2024-05-22	How to address a safety concern – Appendix B	N. Legere	H. Georgiadis	R. Roy

A handwritten signature in black ink, appearing to read "R. Roy", positioned above the printed name of the Director of Total Health & Safety.

Director of Total
Health & Safety



Appendix A – Form 664 Safety Orientation for the New Employee



SAFETY ORIENTATION FOR THE NEW EMPLOYEE

Upon arrival, the employer must ensure the new employee receives the following safety orientation. It is the responsibility of the employer to ensure the following information is provided, explained and recorded.

Identify Location (check one):

- Coleson Cove HVDC Belledune Corporate Services Customer Service & Distribution
 Hydro Bayside Nuclear Transmission/System Operator

1. Roles and Responsibilities	<input type="checkbox"/> Discuss job responsibilities and supervisor's expectations <input type="checkbox"/> Review Corporate Safety Manual (CSM) <input type="checkbox"/> Review Sections 1 and 2 <input type="checkbox"/> Reporting of accidents and unsafe working conditions <input type="checkbox"/> Process for exercising their right to refuse unsafe work <input type="checkbox"/> Review all CSM sections that apply to the employee. <input type="checkbox"/> Have the employee complete the CSM questionnaire after the training. <input type="checkbox"/> Review Mandatory Training requirements with employee (contact your Department's Training Coordinator for assistance) <input type="checkbox"/> Review the Safety Commitment document signed by the IBEW and NB Power Executive <input type="checkbox"/> Review the Health and Safety Management System – Hard Hat Site <input type="checkbox"/> Review the process to report a safety concern – Hard Hat Site
2. Procedures and Codes of Practice	<input type="checkbox"/> Outline the expectations for the employee and the employee's supervisor to adhere to all Total H&S standards . <input type="checkbox"/> Review where to find applicable work methods, standards, etc. <input type="checkbox"/> Review the H&S Incident Reporting process (E-form 145) <input type="checkbox"/> Review Hours of Work H&S Standard
3. Code of Practice for Working Alone	<input type="checkbox"/> Review your department's Working Alone COP if applicable
4. Personal Protective Equipment (PPE)	<input type="checkbox"/> Review the required PPE for specific jobs, including the appropriate use, fitting, storage, inspection and maintenance.
5. First Aid	<input type="checkbox"/> Identify first aid providers, <input type="checkbox"/> Indicate areas for first aid kits or room and AED's, <input type="checkbox"/> Explain to employees how to summon first aid for themselves or for a co-worker. <input type="checkbox"/> Review allergy alerts in the employee's work location.
6. Emergency Procedures and Preparedness	<input type="checkbox"/> Review the company's emergency response: evacuation plan, including exit routes; evacuation signals and sirens; location of eyewash stations and showers, fire extinguishers, and fire alarm pull boxes; identify fire wardens(s); and identify exposures.
7. Workplace Hazardous Material Information System (WHMIS)	<input type="checkbox"/> Explain where hazardous materials and substances are located and review the labeling system, hazardous symbols and location and contents of the Safety Data Sheets (SDS). <input type="checkbox"/> Arrange for site-specific WHMIS training as soon as possible
8. Joint Health and Safety Committee (JHSC) or Safety Representative	<input type="checkbox"/> Identify the JHSC members or the safety representatives (along with their contact information) and <input type="checkbox"/> Outline the JHSCs or safety representative's role in helping management maintain a healthy and safe workplace.
ATTENTION: Generation & Nuclear	<input type="checkbox"/> Check this box if your "On-Site" Safety Orientation covers all of the above information.

- Please return this form to the Human Resources Department with attention to Careers & Resourcing, by e-mail (employment@nbpower.com) or internal mail (HO 6). This form will be stored in the employee's file.

By submitting this form, you are acknowledging the information was reviewed and you will comply with the safety standards.

Employee's Name: _____ Emp # _____ Signature _____ Date _____
Print

Supervisor's Name: _____ # Emp _____ Signature _____ Date _____

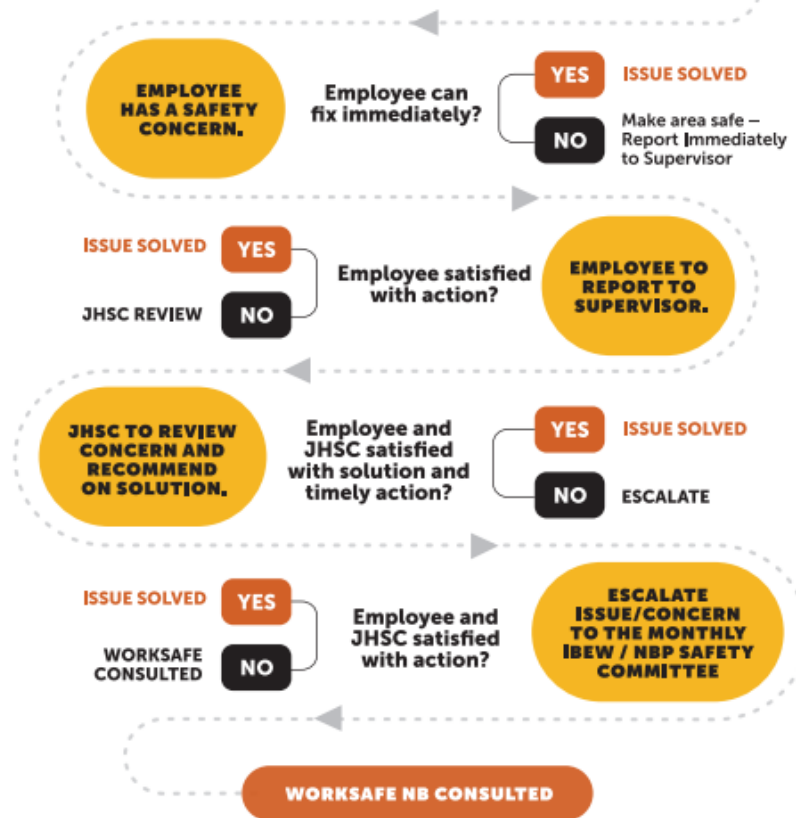
Appendix B – Process for Addressing a Safety Concern

Although similar, please do not confuse this process with the Right to Refuse process (HSEE-03-14 Right to Refuse Unsafe work).

PROCESS FOR ADDRESSING A SAFETY CONCERN

The Occupational Health & Safety legislation along with NB Power's safety management system is based on the **internal responsibility system (IRS)**. The IRS simply means everyone has a role and responsibility to ensure a safe workplace.

THE FOLLOWING OUTLINES HOW TO ADDRESS A SAFETY CONCERN AND THE ESCALATION PROCESS SHOULD IT BE NEEDED.



Legislation has WorkSafeNB involved following the JHSC step. However, NB Power has added two additional means to resolve issues internally. First, the monthly IBEW/NBP Mgt Safety committee, where if needed issues can be escalated to the IBEW/NBP Executive Quarterly Health, Safety & Labor Relations committee for resolution.