



## City of St. John's Corporate and Operational Policy

**Policy:** 03-07-25 Safety Orientation Policy

**Status:**

**Issued By:** Human Resources

**Revision No:** 1

**Revision Date:** 2009/11/09

**Date of Original Council**

**Approval:** 2001/11/05

**Rescind Date:**

**Index:** 03 Human Resources

**Section:** 07 Health and Safety

**Title:** 25 Safety Orientation Policy

---

### **Purpose**

To ensure all Employees are made familiar with the OHS Act and Regulations and the City's OHS policies and procedures

### **Policy Statement**

All Employees shall receive a general OHS orientation coordinated through the Employee Development Division and shall receive Division specific OHS orientation from their Supervisor.

### **Responsibilities**

**Managers shall:**

- develop a divisional OHS orientation;
- ensure that this OHS orientation is reviewed by the Supervisor with the Employee and a copy is signed by the Employee and retained within the Division.

**Supervisor shall:**

- deliver and review the Divisional OHS orientation with their Employees;
- ensure Employees sign a copy of the *Employee OHS Orientation Checklist*.

**Employees shall:**

- participate and complete the OHS orientation.

**Application**

**Responsibilities**

All employees.

**Definitions**

**References/Appendix**

**Monitoring and Contravention**

**Approvals**

Finance and Administration Standing Committee report - October 25, 2001; Regular Meeting of Council - November 5, 2001; Finance and Administration Standing Committee report - October 28, 2009; Regular Meeting of Council - November 9, 2009.

**Review Period**

**Available to Public**

- ☒ Yes
- ☐ No