

Young Workers Policy and Process



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Scope:

All new hires under the age of 25 and those existing employees under the age of 25 who have not undergone the new formal orientation process including:

- Employees returning from an extended absence or prolonged sick leave
- Employees hired on a contract basis
- Employees who have an experience level of 6 months or less

Law:

The OH&SA section 25(2)(2) and (h) requires that workers be provided with information and instruction to protect the health and safety of that worker.

Policy:

Bernard Rochefort Ltd. recognizes its responsibility as an employer to ensure that all new Employees, under the age of 25, are familiar with the hazards associated with their jobs along with the precautions, equipment and procedures required to do the job safely. As a result, all new hires of Bernard Rochefort Ltd. will receive an in depth safety orientation through the Safety Coordinator and specific supervisors as may be required. This training will include a detailed review of the Bernard Rochefort Ltd. Health and Safety Policy and the accompanying policy and procedural manual. Further, a detailed review of the training binder will be conducted.

According to the WSIB, workers under the age of 25 (known as Young Worker) have a much higher rate of injury/illness during their first month of work. Because of this, we at Bernard Rochefort Ltd. have added extra training for Young Workers to help minimize/eliminate possible risks associated to said work.

Therefore, any new worker under the age of 25 with less than 6 months of previous work specific experience shall go through both the regular orientation as described by Bernard Rochefort Ltd. orientation and training policy as well as the “Young Worker Orientation Program” and be considered on “probation” for a period of 4 weeks. After the successful completion of the “probationary period” the young worker will deemed properly trained.

Bernard Rochefort Ltd. shall develop an orientation checklist indicating the items reviewed with the employee and shall be signed off prior to commencement of first shift by both the new hire and the WSIB/Health and Safety Coordinator and or Supervisor or President in the Safety Coordinator’s absence (whoever is delivering the orientation). This checklist shall be filed in the Orientation / Training Binder under the heading “Young Worker Orientation Program”. The elements of the orientation checklist will be reviewed yearly along with the Corporate Health and Safety Policy and program.

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Responsibility and Accountability

President:

- Ensure that an orientation program designed to address all known hazards is developed and delivered to all employees within Bernard Rochefort Ltd. in a timely manner.
- Ensure that the program is reviewed as part of the yearly review of the Health and Safety Policy and to ensure that an audit system is in place yearly to measure the success of the orientation program.
- Ensure that Safety is a leading indicator of job performance during performance reviews. This will be measured by accuracy of reporting, timeliness of report completion and verbal discussion with employees on their understanding of Bernard Rochefort Ltd. value on safety in the workplace.

Supervisors/ Foreman/Lead Hand:

- Ensure that no new hire commences any work or project without having undergone orientation training. This is to be done through verification with the Safety Coordinator.
- Front Line Supervisors are responsible for field orientation on each specific job. PHR reviews must be communicated to all workers prior to job start through a pre job safety talk. He/she is responsible for ensuring that all workers are familiar with all safe work/operating procedures.
- If a new hire or current employee reports a job task that is unfamiliar to him/her to the supervisor, the supervisor is responsible for immediately ensuring that adequate training and education is provided. Formal documentation of this additional training must be provided to the WSIB/Safety Coordinator so that the training logs can be updated.
- Supervisor is accountable to the President and is subject to discipline for failing to follow this process.

Health and Safety Coordinator:

- Is responsible for reviewing the OH&S Policy and Program with all new hires and those undertaking job transfers.
- Is responsible for the review and development of the orientation checklist with the assistance of the Health and Safety Reps.
- Will retain records of orientation training.
- The H&S Coordinator is accountable to the President and is subject to discipline for failing to follow this process.

Young Workers:

Employees are responsible for participating in and successful completion of the young worker orientation program. Should an employee fail to complete orientation, he or she shall be required to repeat orientation prior to the commencement of work with Bernard Rochefort Ltd. The young worker employee will complete the Young Worker Awareness online module and accompanying test; once the test is successfully completed, the certificate will go in the workers binder for reference.

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Approval & Acknowledgement:

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Rhéaume Rochefort

Feb 1st, 2018

Date:

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