Orientation of New Employees Policy

**Authority:** CUSA Board  
**Date Ratified:** March 29, 2022

**Previous Amendments:** N/A  
**Date Review:** March 2022

**Next Review Date:** January 2026

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<th>Review Committees:</th>
<th>Delegates:</th>
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| Joint Health & Safety Committee | CUSA Executive Director  
CUSA Director of Human Resources |

**Policy**

In an effort to take every reasonable precaution to ensure the protection and safety of their employees, CUSA has created health and safety guidelines. A great deal of coordinated effort goes into monitoring and improving a safe work environment. The Human Resources department has developed an orientation program to ensure that all aspects of the workplace are covered and explained to new employees.

**Safety Policy Overview**

CUSA wants to ensure that all new employees are aware of the following:

- Job duties and responsibilities.
- Fire safety plan and evacuation procedures.
- Health and safety philosophy and expectations.

To promote the above, CUSA has created an orientation procedure and checklist that will be conducted and completed for every newly hired employee.

Upon hiring an employee, the following steps will be conducted to ensure that a standard message is sent to all employees:

**Health and Safety**

1. Accident reporting procedure.
2. Health and safety communication board location.
3. Fire evacuation plans.
4. First aid kit and specific safety communication
5. Policies and procedures.
6. Health and safety duties and responsibilities.
7. WHMIS training.
8. Joint health and safety committee members.