

Training and orientation for young and new workers

Why focus on young and new workers?

The residential construction industry employs many young people, and there is a high turnover of workers. You need to pay special attention to young and new workers because they are at a much higher risk of injury than the overall population, particularly if they are male. It can be costly and time-consuming to hire and train workers; but once they're working for you, it pays to keep them safe and on the job.

It's also the law. Sections 3.22 to 3.25 of the Occupational Health and Safety Regulation outline the training and orientation requirements for young and new workers.

Providing effective orientation and training is the best way to prevent accidents. You must ensure that all workers — new, young, and experienced — are prepared for the job before they start working. Training must be specific to the job, the tasks, and the work site and must be ongoing for the duration of employment.

How to conduct an orientation

Here are the key things you need to remember:

1. Evaluate the situation

- Decide what areas your worker needs training in. If this is the first time you've oriented the worker, plan for a thorough training session. Go through the Sample Residential Construction Orientation Checklist on page 3 (or create one that meets your specific needs — but remember: it must cover all 13 topics as shown in the sample). If you are re-orienting the worker, focus on the topics that relate to the new situation or new hazards.

2. Train the worker

- Go over the checklist with your worker. Wherever possible, demonstrate safe procedures. Be sure to show your worker the location of emergency exits and first aid facilities (or assign someone to do this).

3. Test the worker

- Make sure your worker knows how to deal with hazards on the job site. Ask specific questions and follow up later to ensure they understand how to do the work and they are doing it safely.

4. Sign the checklist, and keep it as a record

- Both you AND the worker must sign the orientation. Keep a copy for your own records and give the worker a copy.

5. Provide proper, ongoing supervision

- Ensure your worker is adequately supervised and receives additional training and orientation whenever hazards/conditions change on site, or if he or she requests it.

Who are 'young' and 'new' workers?

A young worker is any worker under 25 years of age. A new worker is any worker who is:

- New to the job site
- Facing hazards that have changed or developed while they were on site or away from the site
- At a new job site or location on the site that has different hazards than the old one

Typical residential construction orientation topics

The checklist covers 13 mandatory topics for young worker orientation and training. The table below provides examples of things to discuss with workers relating to these topics. The 'Resources' column tells you where you can find more information about these topics. This list is not comprehensive—your orientation should include topics that are specific to your job site and to your worker's tasks, all of which may not be listed here.

Note: text in italics refers to publications you can find at WorkSafeBC.com. Regular text is used to reference the Occupational Health and Safety Regulation and web resources.

Topic	Things to discuss	Resources
Worker rights and responsibilities	<ul style="list-style-type: none"> Responsibility to follow the Regulation and other health and safety rules Responsibility to report unsafe conditions Responsibility to use PPE when required Right to refuse unsafe work 	<ul style="list-style-type: none"> Regulation: Part 3, Rights and Responsibilities Regulation: Sections 115-117 (<i>Workers Compensation Act</i>)
Falls from elevation	<ul style="list-style-type: none"> Fall protection procedures/written plan Fall protection systems in use Proper use of fall protection equipment Ladder safety Inspection/maintenance of ladders and fall protection equipment Scaffolding safety 	<ul style="list-style-type: none"> Regulation: Part 11, Fall Protection <i>An Introduction to Personal Fall Protection Equipment</i>
Lockout (for machinery and power tools)	<ul style="list-style-type: none"> Explain types of lockout When to lock out Review procedures for specific equipment 	<ul style="list-style-type: none"> Regulation: Part 10, De-energization and Lockout <i>Lockout</i>
Guarding (for machinery and power tools)	<ul style="list-style-type: none"> Types and purposes of guards Inspection and use of guards Requirement to leave guards in place 	<ul style="list-style-type: none"> Regulation: Sections 12.1-12.6 <i>Safeguarding Machinery and Equipment</i>
Electrical safety	<ul style="list-style-type: none"> Procedures for de-energization and lockout When and how to use PPE Maintaining safe distances from exposed power lines or cables Use and requirement for GFCI circuits Extension cord inspection and applicable grounding procedures 	<ul style="list-style-type: none"> Regulation: Part 19, Electrical Safety <i>Working Safely Around Electricity</i>
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> When and how to use specific PPE Where to find PPE Limitations of protection Storage, maintenance, and inspection Provision responsibilities 	<ul style="list-style-type: none"> Regulation: Part 8, Personal Protective Clothing and Equipment
WHMIS	<ul style="list-style-type: none"> Reading and understanding labels Reading and understanding MSDSs Location of MSDSs Hazards of products being used Control measures and appropriate PPE 	<ul style="list-style-type: none"> Regulation: Sections 5.3-5.19 <i>WHMIS at Work</i>
First aid and emergency procedures	<ul style="list-style-type: none"> Names and locations of first aid attendants Location of first aid kits Location of fire exits Locations of fire extinguishers and how to use them 	<ul style="list-style-type: none"> Regulation: Sections 3.14-3.21 Online First Aid Assessment Tool: www2.worksafebc.com/calculator/firstaid

Sample residential construction orientation checklist

Once you have discussed or demonstrated a topic, initial the item then have your worker initial it as well.
If an item does not apply, mark "N/A" beside it.

Orientation and training topic – all must be covered		Initials (employer)	Initials (worker)
1. Supervisor name: _____ Phone #: _____ Worker name: _____ Phone #: _____ Employer name: _____ Job site: _____ Date of documentation: _____			
2. Rights and responsibilities	General duties of employers, supervisors, and workers		
	Worker's right to refuse unsafe work		
	Worker's responsibility to report hazards/unsafe work		
	Worker's right to orientation and training and additional training upon request		
3. Workplace health and safety rules	Fall protection systems in use on this site		
	Guard rails <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Fall restraint <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Fall arrest <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Control zone <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Approved work procedures <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Is a written fall protection plan required? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Worker knows about the plan and where it can be found		
Worker understands housekeeping rules			
Worker understands after-hours work safety rules			
Supervision and progressive discipline			
Other (e.g., operating equipment safely)			
• _____			
• _____			
• _____			
4. Workplace hazards that workers may be exposed to	Hazardous materials on construction site (e.g., asbestos, silica dust)		
	• _____		
	• _____		
	• _____		
	• _____		
Excavations (e.g., trenches, shoring)			
Ladders			
Falls (other than ladders; e.g., roof and floor openings)			
Other hazards (e.g., exposure to power lines; risk of robbery, assault, or confrontation)			

Orientation and training topic – all must be covered		Initials (employer)	Initials (worker)
5. Procedures for working alone or in isolation			
6. Measures to reduce risk of violence in the workplace and how to deal with violent situations			
7. Personal Protective Equipment (what to use, when to use it, where to find it)	Selection, use, and maintenance		
	Footwear		
	Hardhat		
	Work gloves		
	Hearing protection		
	Leg protection		
	High visibility apparel		
	Face and eye protection		
	Respiratory protection		
	Other clothing		
8. First aid	First aid attendant's name: _____ Phone # _____		
	Location of first aid kit and eye wash facilities		
	How to report an illness, injury, or accident (including near misses)		
9. Emergency procedures (e.g., evacuation procedures, emergency exits, meeting points, location/demonstration of fire alarms and fire extinguishers)			
10. Instruction/ demonstration of work tasks/ processes	List of safe work procedures that the worker has been oriented in		
	• _____		
	• _____		
	• _____		
	• _____		
11. Health and safety program (if one is required, explain what it covers and where a written copy can be found)			
12. WHMIS			
13. Health and safety committee or worker health and safety representative			
Safety contact's name: _____			
Phone number: _____			

IMPORTANT:

Employers must keep records of all orientation and training provided under sections 3.23 and 3.24 of the Regulation, including materials used for instruction and training. Copies of training and orientation documentation should be retained by both the employer and the worker. This information must be made available upon request to WorkSafeBC. Please note that completing this checklist on its own does not constitute training.