



**BULLIVANT & Associates Inc.**

**...Your Partners in Health & Safety**

# Health & Safety Newsletter (Aug./05)

## **Does your company have an Effective Occupational Health & Safety Orientation Program???**

**Health & Safety Orientation must familiarize staff with:**

- **The company's expectations for Health & Safety**
- **The role individuals must play in the Health & Safety Program, and**
- **Hazards in the workplace**

**Health & Safety Orientation should be given to ALL employees: new, temporary/seasonal, those returning from leaves, AND outside contractors & worksite visitors.**

**Topics covered should include:**

**Health & Safety Policies**

**Safe work procedures**

**Emergency procedures**

**Work Refusal Process**

**Injury/illness/near-miss/hazard reporting**

**The Joint Health & Safety Committee (JHSC)**

**Roles & Responsibilities**

**Specific hazard information**

**Disciplinary policy/procedures**

**Personal Protective Equipment**



**What makes a Health & Safety Orientation Program effective?**

- ♦ **The Program must be reinforced with all tasks performed**
- ♦ **Health & Safety Orientation must be repeated periodically — teach specifics when they are to be used**
- ♦ **Management must reinforce the importance of the Orientation Program by “leading by example”**
- ♦ **Follow-up done to ensure the Orientation is understood & applied**

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**At BULLIVANT & Associates Inc., we specialize in relieving headaches caused by required compliance with Occupational Health and Safety legislation. We bring years of experience in this field to your company, providing customized solutions to your Health and Safety concerns. Our experience has shown us that no two companies have the same needs, or even desires, for their Workplace Health and Safety Program. We evaluate the specific requirements of your company before prescribing a solution...this way, your program is perfect for your own particular environment. Please feel free to give us a call for further information.**