



Employer Checklist

Orientation and Training of New Employees, Workplace Incident Reporting, and Safety Policy

How many employees do you regularly employ in New Brunswick?			
Orientation and training of new employees		New employees include employees who are: <ul style="list-style-type: none"> • New to a position or new to a workplace; • Returning to a workplace where the hazards have changed during their absence; • Anyone under 25 years of age and returning to a workplace after more than six months absence (summer students); or • Anyone affected by any change in hazards in a position or workplace. 	
Section A			
Have you hired any new employees since June 1, 2014?	Yes	No	If yes, continue. If no, skip to Section B
Did your new employees receive <u>safety orientation and job training</u> before beginning their work?	Yes	No	

Section B			
Does your orientation program include the following:			
• Name and contact information of new employee's supervisor?	Yes	No	The Orientation Guide for Employers is available here .
• Contact information of joint health and safety committee (JHSC) or Health and Safety Rep?	Yes	No	
• Information on employee rights, liabilities, reporting requirements, and duties under the OHS Act and Regulations?	Yes	No	
• Information on the safe work procedures and any codes of practice related to the job tasks?	Yes	No	
• The location of first aid facilities and how to obtain first aid assistance?	Yes	No	
• Workplace procedures for reporting injuries and illnesses?	Yes	No	
• Emergency plans and procedures?	Yes	No	
• Required personal protective equipment (PPE)?	Yes	No	
Do you keep records of orientation and training for at least three years?	Yes	No	
Accident/Incident Reporting			
Section C			
Do you have a workplace procedure informing your employees that they must notify you of any accident?	Yes	No	If yes, continue. If no, one must be developed. An example of a procedure is available here . Skip to Section D
Does the procedure indicate that employees must notify the employer if they suffer an injury that may entitle them to compensation or medical aid from WorkSafeNB?	Yes	No	

Does the procedure indicate that employees must notify the employer if they are diagnosed with an occupational disease?	Yes	No	
Are you aware that you must notify WorkSafeNB using a Form 67 for these types of injuries?	Yes	No	
Does the procedure also include the <u>immediate reporting</u> of the following types of incidents to WorkSafeNB?	Immediate reporting is done by calling WorkSafeNB at 1 800 222-9775		
Immediate reporting of:			
• Loss of consciousness	Yes	No	
• Amputation	Yes	No	
• Fractures, other than to fingers/toes	Yes	No	
• Burns requiring medical attention beyond first aid	Yes	No	
• Loss of vision	Yes	No	
• Deep lacerations requiring medical attention beyond first aid	Yes	No	
• Admission to hospital	Yes	No	
• Death	Yes	No	
• Accidental explosions and exposures	Yes	No	
• Catastrophic events or equipment failures, whether or not anyone is injured	Yes	No	
Safety Policy	Section D only applies to employers with 20 or more employees regularly employed in New Brunswick		
Section D			
Do you have a written safety policy?	Yes	No	If yes, continue. If no, one must be developed. Some examples of safety policies can be viewed here .
Does the safety policy set out the employer and employee responsibilities with respect to safety in the workplace?	Yes	No	
Was it developed in consultation with the employees?	Yes	No	
Is it posted or available to employees at any time?	Yes	No	
Checklist is complete			

For topic areas that your workplace has identified as a 'No', guides and examples are available [here](#).