

**HEALTH AND SAFETY  
APPENDIX A – Orientation Checklist**

Anglophone West School District is committed to providing exceptional service and is passionate about teamwork. This orientation program is delivered to ensure that this message is provided in a consistent way to all new employees.

Employee Name: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

***Welcome Your New Employees***

- Warm welcome.
- Provide supervisor contact information, including emergency contact information, school and district personnel contact information, emergency numbers.
- Tour of entire building and introduce Department Managers / Principals, JHSC or Safety Representative.
- Health & Safety: Point out fire alarms, emergency plans, first-aid kits and names/locations for first aid responders, joint health & safety committee names/locations, accident/injury reporting procedures, and staff bulletin boards.
- Detailed tour of new employee's department and work area. Identify hazardous situations or environments.
- Introduce the new employee to all key staff (*as available*).
- Introduce the new employee to everyone with whom they will be working over the course of a shift.

***Fundamentals***

- |  |   |
|--|---|
| <input type="checkbox"/> Restrooms   | <input type="checkbox"/> Personal Protective Equipment (PPE), if appropriate  |
| <input type="checkbox"/> Break facilities / lunch room – when are breaks and lunch and how long? | <input type="checkbox"/> How to log on (password, network, email, etc.)   |
| <input type="checkbox"/> Explain hours of work/shift   | <input type="checkbox"/> Who to call for assistance: Help Desk # 1-888-636-3131; Emergency Response # 453-5333 or 444-4034; Facilities Emergency # 1-866-569-2981 |
| <input type="checkbox"/> Lockers or where employee stores personal belongings                    | <input type="checkbox"/> Review major duties and responsibilities   |
| <input type="checkbox"/> Grooming / dress code / scents  | <input type="checkbox"/> Review performance standards   |
| <input type="checkbox"/> Tardiness reporting   |   |
| <input type="checkbox"/> Show where supplies and equipment are located                           |   |

**Date:** \_\_\_\_\_

*For additional items pertaining to New Permanent Employees, continue on page 2 (see over).*

**Supervisor: Keep Appendix A on file at the work location.**

**HEALTH AND SAFETY  
APPENDIX A – Orientation Checklist**

In addition to page 1, please cover the following for orienting new Permanent employees to your building:

- Illustrate the "big picture," how each position relates to the others on the team.
- Demonstrate how the team relates to other departments or areas of the operation.
- If possible, senior management should also meet with the employee.
- Advise of staff meetings coming up and preparation if necessary.
- Advise of staff meetings coming up and preparation, if necessary.
- Scheduling
- Pay Days / time sheets / AESOP
- Benefits Forms Completed
- Filing for expenses
- Vacation time
- Sick leave reporting
- Explain training procedures & expectations
- Probation/Trial period
- Payroll forms completed
- Permission to use name on birthday list

***Set Job and ASD-W Expectations***

- Probationary/Trial period and performance-appraisal time (30, 60, 90 days; 6 months; annually)
- Outline how you will be handling the Probationary/Trial period Review
- Schedule a meeting to set objectives for the probationary/trial period as per collective agreement. Let the employee know that you will be meeting regularly during the probationary/trial period to discuss how things are going.
- Continue to monitor the employee's performance and give feedback during the probationary review period.

***District Policies***

- All District policies are on the ASD-W website, [www.asd-w.nbed.nb.ca](http://www.asd-w.nbed.nb.ca).

***Begin the training program***

- On the first day, provide preliminary training and general overviews, how to access and use technology associated to position, classroom curriculum and students, etc.
- Break down specific training for position and 'go to person(s)' if have questions and how to contact them.
- Have meaningful work ready for the new employee.

Date: \_\_\_\_\_

**Supervisor: Keep Appendix A on-file at the work location.**