



POLICY

New Employee Orientation	
Policy Number 130-008	Supersedes Policy Number 5-20
Effective Date 2008-10-20	Approved by Council (Meeting Date) 2008-10-20

1.0 Purpose

As part of the Town of Wolfville's continued commitment to Occupational Health & Safety as it relates to all employees and the organization as a whole, all new employees will be given a safety orientation by the immediate supervisor on commencement of employment.

2.0 Scope

This Policy is applicable to all employees of the Town of Wolfville.

3.0 References

- 3.1 New Employee Safety Orientation SOP 130-806

4.0 Definitions

- 4.1 **Workplace Safety.** Accident refers to the event. It is an unplanned, undesired event in a sequence of events that causes an unintended injury, death or property damage.
Incident is an undesired event that may cause personal harm or other damage.

5.0 Policy

5.1 Specific Objectives

The objectives of this Policy are to:

- a) Familiarize new employees with their rights with respect to safety in the workplace;
- b) Familiarize new employees with the general Town of Wolfville and departmental operating procedures, goals, rules and regulations that pertain to safety in the performance of their job; and



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- c) Demonstrate the commitment of the Town of Wolfville to the safety of its employees.

A handwritten signature in blue ink, appearing to read 'D. M. Bruden', is written above a horizontal line.

CAO

2015-12-15

Date