



Orientation

A good orientation is a formal program that deals with people and tasks. “People” aspects include introductions to others on the committee, mentoring, and getting help with specific duties. “Tasks” cover everything from legal responsibilities to health and safety hazard training to the organization’s health and safety program.

Every new committee member needs an orientation before attending a meeting or becoming involved in committee work.

The ingredients of a formal orientation pre-meeting package include:

- a copy of the Act and regulations
- a list of committee responsibilities (see L.3 in this manual)
- committee process documents (e.g. terms of reference, decision-making criteria, time allowed for committee activities policy)
- workplace safety and health materials/documents/reports (including the program)
- copies of minutes from the last year
- a conversation with the co-chairs about the committee’s role, activities and current topics/issues/plans
- a list of other committee members and how to reach them (personal introductions would be best)
- information about the Workplace Safety and Health Division
- information about upcoming safety and health workshops, and
- time with those who appointed them to find out what’s expected of them.

A good orientation program also has ongoing

- check-ins with new members
- mentoring for specific activities
- opportunities for shadowing (e.g. inspections, investigations, “chatting up” people about hazards and symptoms)
- attention to new members at committee meetings (e.g. new members are encouraged to ask questions or take on tasks, with someone else, if possible), and
- evaluation.

