



Employer Health and Safety Checklist

New and young workers

...to be honest and tell them you are not comfortable with what they are doing

...to support their decision to quit this job if it isn't right for them

It's okay...

...to STOP them and clarify

...to listen to your supervisors, mentors, or their parents or guardians, about ANY concerns they have

For more information, contact your local WSN Health and Safety Specialist.



1-888-730-7821 Toll-free Ontario
705-474-7233
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New and Young Worker Health and Safety - Employer Checklist

Have	Need	Employer
		<p>Provide Orientation that is:</p> <ul style="list-style-type: none"> • Instructional (Lecture, Written, E-Learning) • Hands-on (Demonstration, Observation) • Specific to the role and tasks to be performed • Designed to promote self-advocacy/empowerment and in line with goals • Topics such as: Struck By, Overexertion, and Caught in or Compressed by objects or equipment are covered including specific risks they may encounter
		Meeting with Health and Safety Representative or Joint Health and Safety Committee Worker Members
		<p>Created a Peer Job Shadow Training and Mentorship Program is in place where Mentors:</p> <ul style="list-style-type: none"> • Have been selected based on interest in developing new and young workers • Have been developed and trained to understand challenges and opportunities associated with New and Young Workers • Provide opportunities for improvement in the mentorship program • Evaluate the mentors and mentor competency
		Established a visual differentiation for New and Young Workers to be identified (e.g. T-Shirts, Different colored hard hats, tracking mechanisms)
		Established a positive feedback program where recognition and positive feedback can be provided to all workers including new and young workers
		<p>Provide New and Young Workers the opportunity to have their voices heard;</p> <ul style="list-style-type: none"> • At the time of hire and during orientation • Halfway through their probationary period • At the end of their probationary period • One year after hire date • End of Employment
		<p>Created comprehensive New Employee Profile including but not limited to:</p> <ul style="list-style-type: none"> • Work Experience • Personal Values (Volunteer or Hobbies) • Medical Condition or restrictions • Psychological Vulnerabilities and Support Needs • Training Records • Health and Safety Pledge - Why they work safe, who they work safe for • Other
		<p>Involved Parents and Guardians of the Young Worker via:</p> <ul style="list-style-type: none"> • Telephone Conversation • Guided tour and face-to-face conversation regarding the ability of the Young Worker to work in the environment
		Parents and Guardians are given the opportunity to ask questions and provide feedback to the employer on their Young Worker entering that workforce

Date completed:

Signature:

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