

Typical orientation topics

The following table describes some key orientation topics. It includes examples of things you may need to discuss with workers during training, as well as some references that you can use for more information. Please note that this list is not comprehensive — your orientation will need to include topics that are specific to your workplace and which may not be described here. That’s why it’s important to do a hazard assessment for your specific workplace. An assessment will help you identify any other necessary health and safety topics for training.

The “Resources” column in the following table includes three types of resources. Regular text is used for references to the Occupational Health and Safety Regulation and web resources. *Italicized text* is used for references to other health and safety publications (booklets and guides). **You can find a searchable version of the Regulation and electronic versions of publications online at WorkSafeBC.com.**

Topic	Things to discuss	Resources
Worker rights and responsibilities	<ul style="list-style-type: none"> • Responsibility to follow the Regulation and other health and safety rules • Responsibility to use PPE when required • Right to refuse unsafe work 	<ul style="list-style-type: none"> • Regulation: Part 3, Rights and Responsibilities • Regulation: Sections 115–117 (<i>Workers Compensation Act</i>)
Falls from elevation (including ladder safety)	<ul style="list-style-type: none"> • Fall protection system being used • Fall protection procedures • Proper use of fall protection equipment • Ladder safety • Inspection and maintenance of ladders and fall protection equipment 	<ul style="list-style-type: none"> • Regulation: Part 11, Fall Protection • <i>An Introduction to Personal Fall Protection Equipment</i>
Slips, trips, and falls	<ul style="list-style-type: none"> • Keeping work areas free of clutter • Removing tripping hazards (such as loose cords) • Cleaning up spills promptly 	<ul style="list-style-type: none"> • Regulation: Sections 4.39–4.41 • <i>Health and Safety for Hospitality Small Business</i>, page 6 • <i>Health and Safety for New Retail Workers</i>, page 11
Lockout (for machinery and power tools)	<ul style="list-style-type: none"> • Define lockout • Types of lockout • When to lock out • Review procedures for specific equipment 	<ul style="list-style-type: none"> • Regulation: Part 10, De-energization and Lockout • <i>Lockout</i>
Lifting and moving objects or people (strains and sprains)	<ul style="list-style-type: none"> • Demonstrate safe lifting technique • Use of specialized equipment for lifting or moving materials or people • Storage priorities (heavier items at lower heights and lighter items higher up) 	<ul style="list-style-type: none"> • Regulation: Sections 4.46–4.53 • <i>Handle With Care: Patient Handling and the Application of Ergonomics (MSI) Requirements</i> • <i>Understanding the Risks of Musculoskeletal Injury (MSI)</i> • <i>Preventing Musculoskeletal Injury (MSI)</i>

Topic	Things to discuss	Resources
Guarding (for machinery and power tools)	<ul style="list-style-type: none"> • Types and purposes of guards • Inspection and use of guards • Requirement to leave guards in place 	<ul style="list-style-type: none"> • Regulation: Sections 12.1–12.6 • <i>Safeguarding Machinery and Equipment</i> • <i>Safeguarding in Manufacturing</i>
Electrical safety	<ul style="list-style-type: none"> • Procedures for de-energization and lockout • When and how to use PPE • Maintaining safe distances from exposed power lines or cables 	<ul style="list-style-type: none"> • Regulation: Part 19, Electrical Safety • <i>Working Safely Around Electricity</i>
Forklifts and other mobile equipment	<ul style="list-style-type: none"> • Maintaining eye contact with equipment operator • Speed limits and locations of travel lanes • Equipment inspection and maintenance • Load limits and procedures for safe operation 	<ul style="list-style-type: none"> • Regulation: Part 16, Mobile Equipment • <i>Safe Operation of Lift Trucks</i>
Confined spaces (for example, working in tanks, silos, vats, rail cars, hoppers, or sewers)	<ul style="list-style-type: none"> • Hazards of specific confined spaces • Procedures for working safely in specific spaces 	<ul style="list-style-type: none"> • Regulation: Part 9, Confined Spaces • <i>Hazards of Confined Spaces</i> • <i>Confined Space Entry Program: A Reference Manual</i>
Personal protective equipment (PPE)	<ul style="list-style-type: none"> • When and how to use specific PPE • Where to find PPE • Limitations of protection • Storage, maintenance, and inspection 	<ul style="list-style-type: none"> • Regulation: Part 8, Personal Protective Clothing and Equipment
Chemical, biological, and physical hazards	<ul style="list-style-type: none"> • Potential health effects of exposure • Common roots of exposure • Ways to prevent exposure • How to recognize signs and symptoms of exposure 	<ul style="list-style-type: none"> • Regulation: Part 5, Chemical and Biological Substances • Regulation: Part 6, Substance Specific Requirements
WHMIS	<ul style="list-style-type: none"> • Reading and understanding labels • Reading and understanding MSDSs • Location of MSDSs • Hazards of products being used • Control measures and appropriate PPE 	<ul style="list-style-type: none"> • Regulation: Sections 5.3–5.19 • <i>WHMIS at Work</i>
First aid and emergency procedures	<ul style="list-style-type: none"> • Names and locations of first aid attendants • Locations of first aid kits • Locations of fire exits • Locations of fire extinguishers and how to use them 	<ul style="list-style-type: none"> • Regulation: Sections 3.14–3.21 • Online First Aid Assessment Tool www2.worksafefbc.com/calculator/firstaid