



ASD-W

Anglophone School District West

POLICY NO. ASD-W-750-3-A

Effective January 17, 2017

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

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



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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.
- ☐ 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, <https://asdw.nbed.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.

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