

SUPPORT STAFF ORIENTATION AND TRAINING

It is the responsibility of the Directors, Supervisors, and Principals or designates to provide or to ensure orientation to the work site is provided for a new employee or an employee transferred to a new work site.

Orientation to the work site may involve activities conducted by a Director, Supervisor, Principal, or designates.

The program may address the following items:

- Responsibilities and objectives of the position.
- Personnel policies and terms of employment.
- Safety considerations: Ensuring the employee has completed the mandatory Work Site Orientation.
- General rules, policies and regulations relevant to the position.
- General information about how to access required resources.
- Review of the Division's Standard of Behaviour for students and the role of the support staff member, if any, in its implementation.
- Other matters deemed relevant to the position.

Work Site Orientation

The principal shall be responsible for the work site orientation of support staff assigned to the school. The work site orientation program must include:

- Ensuring support staff have watched the Work Site Orientation Video and completed the knowledge validation assessment.
- Review for workplace-specific information, including providing supervisor name and contact information, building tour, review of emergency response plans, identification of

Accomplish Anything

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prohibited areas, and review of personal protective equipment (PPE), if required.

- Completion and sign-off of the Work Site Orientation Form, which is kept on file in the school office for a period of five years.

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