

# Orientations for new or returning staff to the workplace

BC Public Service Agency | April 12, 2023

WorkSafeBC has two requirements for staff orientations to the workplace:

## **CDPP orientation for all staff returning to the workplace**

**[updated]**

Communicable Disease Prevention Plans (CDPP) have been implemented in our workplaces with health and safety measures to reduce communicable disease transmission.

All new or returning staff to a BC Public Service workplace must receive information on the measures, practices and policies for managing communicable disease in that workplace. A CDPP orientation is required for all staff returning to your workplace. This can be done using the attached CDPP Orientation Checklist. The orientation can be done in person or virtually, individually or in groups and can be completed prior to or upon return to the workplace.

Records of CDPP orientations including the worker's name and date completed should be kept on site by the supervisor and made available to WorkSafeBC upon request.

**Orientations for new or returning staff to the workplace**

## Orientations for new workers

WorkSafeBC also requires that “new workers” receive a safety orientation. A “new worker” means any worker who is:

- a) new to the workplace
- b) returning to a workplace where the hazards in that workplace have changed during the worker's absence
- c) affected by a change in the hazards of a workplace
- d) relocated to a new workplace if the hazards in that workplace are different from the hazards in the worker's previous workplace

A [new worker orientation](#) is required for new staff or staff who have transferred from other work locations, ministries or employers and have yet to receive their new worker orientation. [Careers & MyHR](#) outlines the basic requirements for a [new worker orientation](#) and provides an [orientation template](#). New worker orientation records should be placed in the worker’s HR file.

## CDPP Orientation Checklist

### Purpose

This CDPP Orientation Checklist must be completed with new or returning employees by their supervisor or designate prior to, or upon, returning to the workplace. The purpose of this orientation is to familiarize employees who have not been in the workplace with their workplace CDPP and any additional health and safety protocols.

## Orientations for new or returning staff to the workplace

Refer to your workplace’s Communicable Disease Prevention Plan for details on the protocols listed below.

CDPP orientation checklist	Initial when complete
Provide staff a copy of, or access to, the Communicable Disease Prevention Plan	
<b>Review the following with employee</b>	
Standard Precautions for Communicable Disease Prevention: <ul style="list-style-type: none"> <li>• Staying home when sick</li> <li>• Cough and sneeze etiquette</li> <li>• Personal and workplace hygiene (for example: hand washing, clean in and clean out)</li> <li>• Mask wearing where required and recommended</li> </ul>	
Requirement for daily checking your health (using the Daily Health Check tool or other means), including the BC Public Service policies on <a href="#">leave for illness</a>	
Locations for hand washing, hand sanitizer and cleaning products	
Clean in and clean out requirements	
Kitchen and break room protocols	
Meeting room protocols	
Client interaction protocols if applicable	
Open work area etiquette if applicable	
Gym, exercise and changeroom protocols if applicable	
Employee responsibility to follow Safe Work Procedures (SWP) <b>Confirm what SWP’s apply to the employee’s role</b>	
Field work protocols if applicable, including shared vehicle use (note: see <a href="#">Careers &amp; MyHR</a> for Safe Work Procedures)	
Working alone check-in procedures if applicable (for example:	

CDPP orientation checklist	Initial when complete
if employee will be working remotely in any capacity)	
How to obtain first aid	
What to do in an emergency	
How to report ineffective CDPP protocols	
Employee awareness of the following resources: <ul style="list-style-type: none"> <li>• <a href="#">BC Public Service COVID-19 Response FAQs</a></li> </ul>	
Date completed:	
Employee name and signature:	
Supervisor or designate name and signature:	