

Category: Health & Safety

Subject: New Employee Health and Safety Requirements

Policy:

After attending the new hire meeting, employees are responsible to ensure the following is completed, if possible, prior to beginning the first shift.

Procedure:

1. Arrange for a complete Police Records Check and be sure to obtain a receipt.
2. Complete and return the Medical Confirmation form indicating that you have had a physical within the previous 12 months. If you have not, please schedule one as soon as possible. This form is to be completed by Employee. Any questions or concerns regarding this form should be addressed with the Supervisor.
3. Read the complete Attendant Reference Guide which consists of:
 - a. Attendant Handbook
 - b. Health and Safety
 - c. WHMIS
 - d. Human Resources Policies
 - e. Personal Safety InsertSign and return the Confirmation of Understanding within two weeks.
4. Call your Supervisor and develop a relationship so you can exchange personal information as well as any information about the job.