

**THE PROTESTANT SEPARATE SCHOOL BOARD  
OF THE TOWN OF PENETANGUISHENE**

**POLICY MANUAL**

---

<b>POLICY TITLE:</b>	<b>SECTION/CODE:</b>
Orientation for New Employees	Personnel A – 2

---

<b>APPROVAL DATE:</b>	<b>SUPERSEDES:</b>	<b>NUMBER OF PAGES:</b>	<b>REVIEW DATE:</b>
October 17, 2016	April 10, 2007	Page 1 of 1	October 12, 2016

---

**POLICY STATEMENT**

It shall be the policy of The Protestant Separate School Board of the Town of Penetanguishene to provide orientation for all new employees.

**BACKGROUND**

The Board will provide an orientation package for all new employees and also provide any updated training, as necessary.

**PROCEDURE**

1. OCCUPATIONAL HEALTH AND SAFETY FOR NEW EMPLOYEES
  - 1.1 The Occupational Health and Safety Orientation CD for new employees will be viewed by all new staff upon starting with the school board. A copy of the certificate will be retained on file at the board office.
2. WHMIS TRAINING
  - 2.1 The Board will provide WHMIS training for all new employees, unless written proof of previous training can be provided. Upon completion of the training, a copy of the certificate will be retained at the board office.
3. Additionally, any current Ministry requirements for new employees whether at the school or the board office be appropriately addressed. e.g. Asthma, Student Concussion Protocol, Police/School Board Protocol, etc.
4. RECORD KEEPING
  - 4.1 Copies of any certificates of qualification received by staff members will be retained at the board office, in central file.