

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

**POLICY MANUAL**

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**POLICY TITLE:**

**Orientation for New Employees**

**SECTION/CODE:**

**Personnel A – 2**

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**APPROVAL DATE:**

**September 13, 2021**

**SUPERSEDES:**

**April 17, 2016**

**NUMBER OF PAGES:**

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**REVIEW DATE:**

**September 2025**

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**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.

**PURPOSE**

To ensure that all new employees receive a positive start to their employment with the Protestant Separate School Board of the Town of Penetanguishene and feel safe and comfortable in their new working environment.

**BACKGROUND**

The Board will provide an orientation package for all new employees and also provide any updated training, as necessary. The immediate supervisor shall schedule and conduct the orientation.

**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. The employee will review all mandatory board policies related to the job and complete any required documents (i.e. Contract Acceptance Letter; Staff Information Sheet; Vulnerable Sector Criminal Reference Check - Yearly Attestation)
4. 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.

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**5. RECORD KEEPING**

- 5.1 Copies of any certificates of qualification received by staff members will be retained at the board office, in central file. This information may only be accessed by authorized personnel.