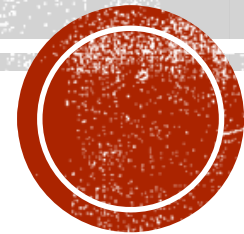


***ALL ABOARD?***

**Enhancing the Contractor  
Orientation Process!**



# WHAT IS ORIENTATION/ONBOARDING?

It's awareness, but, to define it is:

- ◆ Orientation is the process of introducing employees to their new jobs, projects, and or work environments and assists with acclimation of the expectations. It usually focusses on company philosophies, general policies and procedures, expectations or tasks. This is considered a functional type of acclimation.
- ◆ Onboarding is a process that focusses on acclimation of employees functionally and socially. It is primarily about integrating employees into the company's culture and becoming part of the group. Onboarding can take up to one year according to staffing and HR experts. (Onboarding is an extension of the orientation process)



# WHY ARE ORIENTATIONS IMPORTANT?



# BECAUSE.....

- Properly done, they reduce the time it takes a new employee to effectively contribute to an organization or project.
- Increases awareness which can positively impact culture, morale, productivity and safety.
- Familiarizes employees with important safety and health information, policies and procedures.
- They aid in reduction of work related injuries.

Good orientations or onboarding helps to engage employees, build trust, forge connections, encourage communication, and decreases turnover!





If not currently practiced, include in the orientation process, company (Owner) safety culture and systems and processes by using human interaction.

The full orientation would summarize to include the following:

- Use computer based orientation (CBO) for educating employees on compliance topics related to the site or project. (i.e. LOTO, Fall Protection, Emergencies, PPE, etc.)
- Follow up with an extension of the CBO (second orientation) to include a human interactive session to present the expectations related to the culture of the site. (i.e. Behavioral Based Safety Observations, Injury and Fatality Elimination programs, Hazard Recognition and Risk Tolerance etc.)
- Utilize senior site leadership's direct involvement to present safety as a CORE VALUE. This can be achieved through video or face to face. (Safety as a core value immediately introduced into an employee's mindset and then reinforcing it can significantly reduce jobsite incidents.)



# YOUR AUDIENCE



- **UPWARD MOBILE** – These are people who desire advancement, are devoted to their career, self motivated, and believe in the rules and procedures.
- **INDIFFERENTS** – People who are committed to a job as a way of earning living. They work to live and will usually do what is asked with little to no question. As long as it comes with a paycheck.
- **AMBIVALENTS** – These individuals are highly critical of any job or task and seem to find problems with any organization. They usually do not like rules or authority.



# WHAT CAN BE DONE TO BETTER THE PROCESS?

- Make site specific orientations person to person, relative, important, interesting, interactive and most of all personal!!!
- Have a “check up” process.
- Introduce the Company’s safety culture!
- Promote hazard recognition and risk tolerance.
- Use a member of the management team such as a facility manager, construction manager or project manager to drop in and give a “Welcome Address”. (5 min Leadership commitment statement and reinforcement of expectations)
- Welcome them in as part of the TEAM!!!

