



Document	Revision	Date
CS-G-3	2	9/22/2025

### 1.0 PURPOSE

- 1.1. This guidance document is designed to help organizations develop, implement, and maintain an effective Safety Orientation program for construction and industrial worksites. It outlines best practices, recommended procedures, and key content areas to ensure all personnel are prepared to work safely and comply with regulatory requirements.
- 1.2. These guidelines are not meant to supersede or replace regulatory requirements, nor is it intended to be all inclusive of the applicable regulatory requirements. Instead, view this data as supportive and complementary to any operating requirements.

### 2.0 INTRODUCTION

- 2.1. A Safety Orientation program is essential for ensuring that all employees, contractors, and visitors understand the safety expectations, hazards, and procedures specific to a worksite. This guidance provides a framework for creating a comprehensive orientation that can be tailored to your company's needs.

### 3.0 PROGRAM OBJECTIVES

- 3.1. Ensure all personnel are aware of site-specific safety rules, procedures, and emergency protocols before starting work.
- 3.2. Communicate known hazards and risk controls relevant to the worksite and job tasks.
- 3.3. Foster a culture where safety is a core value and personal responsibility.
- 3.4. Meet or exceed applicable regulatory requirements.

### 4.0 KEY ELEMENTS OF A SAFETY ORIENTATION PROGRAM

#### 4.1. Preparation

##### 4.1.1. Hazard Assessment:

- Identify and document site-specific hazards, conditions, and operational requirements.
- Update the hazard list regularly and integrate it into the orientation content.
- Energy-based hazard assessments are scientifically backed to improve hazard recognition. Please refer to INGAA Foundation's Pipeline Construction High Energy Hazards and Controls Inventory and CS-G-9 Guidance for Serious Injury and Fatality Prevention for further information.



Document	Revision	Date
CS-G-3	2	9/22/2025

### 4.1.2. Roles and Responsibilities:

- Define and communicate the safety roles and responsibilities for management, supervisors, safety personnel, employees, contractors, and visitors.
- Identify employees with less than 6 months of experience (“Green Hands”)
- Properly document training and monitor for necessary refresher training (e.g. annually, semi-annually)

### 4.2. Orientation Content

A comprehensive Safety Orientation should include, at a minimum, the following topics:

#### 4.2.1. Company Safety Policy and Commitment

- Statement of safety as a core value.
- Leadership’s commitment to safety.

#### 4.2.2. Site-Specific Safety Rules and Procedures

- General safety rules and expectations.
- Emergency procedures (evacuation, muster points, alarms).
- Access to Safety Data Sheets (SDS) and Hazard Communication Program.

#### 4.2.3. Hazard Recognition and Control

- Overview of common and site-specific hazards (e.g., falls, confined spaces, hazardous chemicals, equipment, traffic, biological hazards).
- Required controls and safe work practices.
- Energy-Based Hazard Recognition Training

#### 4.2.4. Personal Protective Equipment (PPE)

- Minimum PPE requirements (e.g., hard hat, safety glasses, gloves, boots, high-visibility clothing).
- Specialized PPE as required by tasks or hazards.
- Proper use, care, and maintenance of PPE.

#### 4.2.5. Reporting and Stop Work Authority

- Procedures for reporting hazards, incidents, and near misses.
- Empowerment and expectation to stop work for unsafe conditions.



Document	Revision	Date
CS-G-3	2	9/22/2025

### **4.2.6. Training and Competency**

- Requirement for task-specific training before performing work.
- Participation in ongoing safety meetings and briefings.

### **4.2.7. Housekeeping and Site Conduct**

- Expectations for cleanliness and order.
- Prohibited behaviors (e.g., drugs, alcohol, harassment, weapons).

### **4.2.8. Special Topics (as applicable)**

- Confined space entry procedures.
- Excavation and trenching safety.
- Vehicle and equipment operation.
- Fire prevention and emergency response.
- Ergonomics and manual handling.
- Environmental protection and waste management.

## **4.3. Orientation Delivery**

### **4.3.1. Format:**

- Deliver orientation in-person, virtually, or via a blended approach.
- Use clear language, visuals, and interactive elements where possible.

### **4.3.2. Documentation:**

- Record attendance and completion of orientation for all personnel.
- Issue proof of completion (e.g., badge, certificate) as appropriate.

### **4.3.3. Verification:**

- Assess understanding through quizzes, discussions, or demonstrations.
- Require retraining for personnel who do not demonstrate adequate understanding.

## **4.4. Ongoing Communication**

### **4.4.1. Daily Briefings and Job Safety Analyses (JSA):**

- Conduct pre-task safety briefings and JSAs to address daily hazards and controls.



Document	Revision	Date
CS-G-3	2	9/22/2025

#### 4.4.2. Regular Safety Meetings:

- Hold periodic meetings to reinforce safety messages and address emerging issues.

#### 4.4.3. Updates and Refresher Training:

- Update orientation content as site conditions or regulations change.
- Provide refresher training as needed.

### 5.0 IMPLEMENTATION CHECKLIST

Step	Action Item	Responsible Party	Frequency
1	Develop site-specific hazard list	Safety/Management	Before project start; update as needed
2	Prepare orientation materials	Safety/HR	Before project start; review annually
3	Deliver orientation to all personnel	Safety/Trainer	Before site entry; for all new hires/visitors
4	Document attendance and completion	Safety/HR	Ongoing
5	Conduct daily JSAs and briefings	Supervisors	Daily
6	Hold regular safety meetings	Management/Safety	Weekly or as required
7	Review and update program	Management/Safety	Annually or after incidents/changes

### 6.0 REFERENCES

- OSHA 29 CFR 1910 & 1926 (General Industry & Construction)
- 29 CFR 1910.1200 (Hazard Communication)
- Applicable state/provincial OHS Acts and Regulations
- CSA, ANSI, ASTM standards for PPE, fall protection, and workplace safety
- Company-specific safety policies and procedures
- CS-G-9 Guidance for Serious Injury and Fatality Prevention - INGAA Foundation Pipeline Construction High Energy Hazards and Controls Inventory



Document	Revision	Date
CS-G-3	2	9/22/2025

### 7.0 CUSTOMIZATION NOTES

- Adapt the orientation content to reflect unique site hazards, company policies, and regulatory requirements.
- Involve workers and supervisors in developing and reviewing orientation materials.
- Use feedback from incident investigations and near-miss reports to improve the program.

### 8.0 REVISION HISTORY

Revision	Date	Description
0	Jan 2016	Initial publication
1	Aug 2020	General refresh
2	Sept 2025	Guidance document format