

TRAINING & ORIENTATION: Model Buddy/Mentor System Procedure

INTRODUCTION

Workers looking after less experienced or more vulnerable co-workers can be a key to safety, especially if you hire students, young or inexperienced workers.

BUDDY/MENTORING SYSTEM PROCEDURE

Here's a Model Buddy/Mentoring System Procedure you can adapt for your own workplace, e.g., by extending it to workers who don't speak English or are otherwise, whether due to personal characteristics or the circumstances of their work, at heightened vulnerability of workplace injury or illness.

1. PURPOSE

ABC Company recognizes that workers who are young or otherwise lack experience may be more vulnerable to work-related injuries than their more seasoned co-workers, especially when they first start employment. As part of its OHS Program, ABC Company is committed to providing additional protections to such workers for as long as they need it.

2. POLICY

A mentor or buddy will be assigned to all new ABC Company workers of age *[list specific age, e.g., 21 and under]* after they start work as part of their initial safety orientation and training. The buddy or mentor will remain in place for the worker for as long as ABC Company deems he/she needs the additional protection a mentor or buddy provides.

3. ROLE OF BUDDY/MENTOR

Buddies and mentors are there not to replace but to supplement managers and supervisors in the team effort to make the new worker feel welcome and keep him/her healthy and safe through the transition to the ABC Company workforce and beyond. Buddy/Mentor responsibilities include:

- a. Showing the worker the ropes, including providing a tour of the workplace on the new worker's first day;
- b. Being available to answer the new worker's questions about the ABC Company work environment and work culture in a positive and encouraging way;
- c. Encouraging the new worker to work safely;
- d. Reporting to supervisors and keeping them apprised of the new worker's progress.

4. BUDDYING/MENTORING IS VOLUNTARY

No employee will be assigned the role of buddy or mentor unless he/she indicates willingness to take on such responsibilities by completing the ABC Company Buddying & Mentoring Application Form and submitting it to *[list person/office responsible, e.g., EHS coordinator]*.

5. DESIGNATION OF BUDDIES/MENTORS

Buddies/Mentors will be designated by the ABC Company EHS coordinator. In exercising such discretion, the EHS coordinator will select as mentors individuals who, in his/her judgment:

- a. Are sincere about wanting to help new workers;

- b. Have the time and inclination to make themselves available to the new worker;
- c. Hold (or have held) a job similar to that of the new worker;
- d. Have been with ABC Company at least [*list minimum length of service*] and have a full understanding of the work environment;
- e. Have a good performance record;
- f. Is well regarded by his/her peers and supervisors;
- g. Has strong communication and interpersonal skills; and
- h. Has personal characteristics that make for a good mentor including trustworthiness, diligence, patience, positive attitude and pride for ABC Company.

6. Buddying/Mentorship Training

Employees accepted as buddies/mentors will receive buddy/mentorship training after they've been designated and before they're assigned a new worker to buddy or mentor. [*Describe training provided to buddies and mentors*]