



SETTING WOMEN UP FOR SUCCESS

Here is a checklist to help employers assess their workplaces for policies and practices which support women in the trades. Employers and women working in the trades are quick to point out that these policies support all tradesworkers.

RECRUITING A DIVERSE WORKFORCE

- Include a description of the job and your business (e.g., certified carpenter required for residential renovation projects).
- If you have photos on your website or in an ad, make sure to include a diverse group of employees.
- Consider using gender-neutral terms like journeyperson or tradesperson. While some consider journeyman to be a gender-neutral term, other female apprentices look for gender-neutral terms as an indicator of how welcome they would be.
- Note that you are an equal-opportunity employer in your postings and on your website – and follow through in your hiring.
- Consider advertising in new places to reach a wider group of potential employees. WorkBC.ca offers free online job postings.
- Introductory training programs (such as the Women in Trades Training Initiative) are a good place to find tradespeople. They will have already completed safety training and will be more likely to be productive on day one, with reduced orientation time, workplace incidents and turnover.

CONSISTENT HIRING PRACTICES

- Choose a group of two to three people, including someone who will be working directly with the successful candidate. A group that reflects the diversity of your workforce will send a welcoming message to all candidates about your company.
- Ask all candidates the same questions and try to make everyone as comfortable as possible.

- Ask questions that help you learn about a candidate's skills, experience and training.
- Ask about soft and transferable skills. While a candidate may not have previous on-site experience, they may have other experience that demonstrates the skills and competencies you require in your workers.
- Tell the candidates about your needs and expectations. Include details about the duties, start date (and end date, if applicable), hours of work, rate of pay, benefits (if any) and the probation period.
- Do NOT ask questions that are not job-related including aspects of the candidate's personal life (such as marital status, number of children, daycare arrangements, age, ethnic background or religion). Asking such questions is against human rights legislation.
- Refer unsuccessful entry-level candidates to a pre-trades training program. This will give the candidate a better opportunity to prepare for success and potentially return with the appropriate skills and competencies.

PLAN FOR A COMPREHENSIVE ORIENTATION

Introductions

- On the first day, introduce all new hires to the people they will be working with and as many other co-workers as possible, depending on the size of your company.

Physical tour

- Give each new hire a physical tour of the worksite, showing key locations (i.e., washrooms, muster areas, first-aid locations, emergency equipment, break rooms, lockers). For a large site, provide a site map. Make sure there is a spot in the lunchroom for all new employees.

Safety information

- Provide information and policies about safety, the workplace environment and culture that will help new employees to fit in more quickly.
- If available, give all new hires a copy of your policies and procedure manual.
- Make sure that all employees know how to appropriately handle hazardous material and are WHMIS-certified.
- Provide clear guidelines regarding safe work policies and practices.

Communication

- Make sure that all new hires know who to talk to about any questions or concerns. Match all new hires with designated trainer(s) or mentor(s).
- Provide key emergency contact information.

Expectations

- Provide clear information about your expectations regarding the new employee's role, specific safety and work procedures, relevant performance standards, required tools, and acceptable standards of attire and conduct.
- Include specific information about sexualized imagery and standards of behaviour in the workplace, including zero-tolerance for bullying and harassment, and the process to report incidents. See **Safe and Welcoming Workplace** section of **Leveling the Field: A Best Practices Guide to Employing Women in the Trades**

Follow up

- Check in with new hires at the start and end of their shift during the first week of employment. Supervisors should maintain an open-door policy on-site with off-site options for issues that require confidentiality.
- At the end of the week, the new hire and their designated trainer, mentor or supervisor can go over the week and address any items that weren't covered, or address any Personal Protective Equipment fit issues. This gives the new hire an opportunity to address any concerns they have, and make sure they understand the safety policies and procedures on site.

LINK NEW HIRES TO TRAINERS

- Link all new hires with a designated trainer or mentor.

PERSONAL PROTECTIVE EQUIPMENT

- Offer Personal Protective Equipment in a variety of sizes and provide equipment made specifically for women if available.
- Assess what PPE employees have provided for themselves and intervene if using ill-fitting equipment.

ZERO TOLERANCE FOR BULLYING AND HARASSMENT

- Develop a policy statement on bullying and harassment.
- Take steps to prevent or minimize bullying and harassment.
- Develop and implement procedures for workers to report incidents.
- Develop and implement procedures for dealing with incidents.
- Inform workers of the policy statement and procedures to address incidents.
- Train supervisors and workers on bullying and harassment policy and procedures.
- Orient all new workers on bullying and harassment policy and procedures.

FAMILY-FRIENDLY POLICIES

- Consider providing an option for shorter shifts that allow for work to start after school or childcare drop-off time.
- Provide information during orientation about your procedures for accommodating family responsibilities.
- Work with any pregnant employee and your safety manager to determine what, if any, job modifications need to be made during pregnancy.
- Remain in contact with employees on parental leave in order to support their return.
- Consider offering an extended health benefits package.

CONSISTENT JOB EXPECTATIONS

- Assess all employees on their work, not on any previous negative experiences with other female employees.
- Evaluate all employees using the same criteria.

For more information on how to support women in the trades, consult **Leveling The Field - A Best Practices Guide to Employing Women in the Trades**. To obtain a copy of the Guide, contact ITA Customer Service at **1-866-660-6011** or customerservice@itabc.ca. The Guide can be viewed online and downloaded at: www.itabc.ca/managing-apprentices/best-practices-guides.

