



## EOAS Workplace Safety Orientation Form

### Safety Training Record

#### **Faculty/Staff Information** (includes Student Workers and/or Practicum Students):

Name: \_\_\_\_\_

Start Date: \_\_\_\_\_

Position: \_\_\_\_\_

Department/Faculty: \_\_\_\_\_

Work Location (Room/Lab #): \_\_\_\_\_

#### **Supervisory/Manager Information:**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Position: \_\_\_\_\_

Department/Faculty: \_\_\_\_\_

Work Location: \_\_\_\_\_



## UBC Workplace Safety Orientation

### All Employees, Faculty, Student Workers, Practicum Students, Visitors and New Workers

All employees, faculty, student workers, practicum students, visitors, and workers new to the University (or new workplace) must receive appropriate training and orientation in the hazards of their work sites and the procedures that must be followed to safely perform their work. Policy #SC1, the University's Health & Safety Policy, requires that administrative heads of units ensure that all persons working or studying within their unit are trained in and follow all environmental and safety procedures. Accident rates for new and young workers are significantly higher than for mature and experienced workers. In response to this reality, WorkSafeBC had to amend the Occupational Health and Safety Regulation, to require training and orientation be provided to all new employee before beginning new work. The regulation further defines the workplace specific topics that must be addressed in the orientation program. For a copy of the new regulations please see the WorkSafeBC website at: [www.WorkSafeBC.com/](http://www.WorkSafeBC.com/)

Orientation training must be conducted at the worksite by the immediate supervisor or designate. Safety training involving hands-on demonstrations and introduction to specific workplace hazards and facilities are essential to ensure that the orientation is effective. The orientation must be documented and signed off by the worker and the training records kept for possible review by WorkSafeBC inspectors or internal auditors. A supervisor is considered by WorkSafe BC to be anyone (including non-managers, researchers, or faculty) who instructs, directs, and controls another person in the workplace.

Department or unit specific training and orientation may need to be supplemented by other safety courses. For instance, the University requires that employees and students pass an RMS course in Laboratory Radiation, Biosafety or Chemical Safety before working independently in these areas. Check the SRS website at <http://srs.ubc.ca/> for a listing of course offerings or contact SRS at 604 822-2029 if a desired course is not listed. Special arrangements may be possible.

SRS has developed Safety Orientation Guidelines that are intended to support departments in the development of their orientation program that meets their obligations and demonstrates due diligence in safety orientation and training activities. Please see the attached pages. The documents include a template Safety Training Record and a Personal Safety Checklist template for new workers to complete as part of their orientation. Note that hypertext links to background material are imbedded in the Word documents.

For clarification on this or related issues, please contact the Department of Safety and Risk Services 822-2029.



## Safety Orientation Guidelines Form

All new workers MUST take the SRS Course “New Worker Safety Orientation”. Existing workers, whose previous safety orientation has not covered all the areas as outlined on pages 3-7 below, must complete the appropriate mandatory SRS courses as indicated on page 8 below.

Sections 1-11 below must be covered by the supervisor with their supervisees. Each must provide their initials to certify that the supervisee has received the training in the specified areas (either directly through the supervisor, or by completion of SRS or UBC approved training courses).

### 1) Rights and Responsibilities

Under UBC Policy# SC1 – Review the Safety Policy with the worker. Explain the roles and responsibilities of supervisors and workers, the requirements to observe all rules, be safety conscious, report accidents and hazards to their supervisor and support the safety committee. See [https://universitycounsel-2015.sites.olt.ubc.ca/files/2019/08/Health-and-Safety-Policy\\_SC1.pdf](https://universitycounsel-2015.sites.olt.ubc.ca/files/2019/08/Health-and-Safety-Policy_SC1.pdf) .

Under the WorkSafeBC regulation – Explained under [Regulation 3.12](#) the right and duty to refuse unsafe work and the work refusal process. The worker must also be told of the protection against discrimination under the WorkSafeBC legislation. The right to know the hazards of the work and to participate in safety activities through the safety committee must also be explained.

Date	Supervisor Initials	Worker Initials
_____	_____	_____

### 2) Workplace Safety Rules

Train the worker in Departmental and University rules covering the work to be performed. Topics include working alone, restrictions on certain pieces of equipment, specific operating instructions, prohibition of eating in laboratories, and PPE required. These instructions should be in writing or on a departmental LAN or website. Safety rules should address all the hazards that may be encountered. This training should include hands-on demonstrations and require the worker to perform the tasks as part of the learning process.

Housekeeping should be addressed with instructions to keep aisles and exits clear. Access to emergency equipment such as fire extinguishers or emergency showers must be maintained at all times. Proper conduct is addressed with instruction that horseplay, threats, assaults and fighting are prohibited, as are practical jokes and unnecessary running.

Date	Supervisor Initials	Worker Initials
_____	_____	_____



**3) Job Hazards, Including Chemical Hazards Under WHMIS**

Hazards from materials, work environment and equipment use, and work processes including ergonomic risks must fully explained. If working in proximity to hazardous materials is part of the workers duties then training must be provided in the [Workplace Hazardous Material Information System](#). Training should include labeling information, MSDS access and the procedures for specific chemicals and processes including hazard controls and emergency procedures. Workers must be able to answer the following questions:

- a. What are the hazards of the materials in the workplace?
- b. How do you protect yourself?
- c. Where can you find hazard information?
- d. What you do in an emergency?

If workers are in a location that involves contact with the public, they must advise of any risks that may arise including abusive behavior, robbery, and assault or possible confrontation.

Date	Supervisor Initials	Worker Initials
_____	_____	_____

**4) Rules for Working Alone**

If the work requires [working alone](#) or in isolation then the procedures for monitoring and summoning assistance must be fully explained and documented. The procedures must include a system for checking on the well- being of the worker and establishing the time intervals for checking on the isolated worker.

In many Departments, restrictions are placed on the use of laboratories or workshop equipment after hours unless specific arrangements are made to have more than one person present and available to assist during any untoward instances.

Working alone may increase the risk to personal security. Procedures for minimizing these risks must be in place and fully explained to the worker.

Date	Supervisor Initials	Worker Initials
_____	_____	_____

**5) Procedures to Avoid Violence in the Workplace**

If violence from clients or the public is a risk then the procedures to protect the workers from violence or assaults must be covered. Workers should be advised that "violence" includes any threatening statements, gestures to the individual or others as well as physical assault. Any instances must be reported to the supervisor for investigation and possible remediation. Workers must be advised of the University services available to reduce risks such as evening Safewalk services to remote parking areas and operation of blue light phones. See Campus Security website at



[www.security.ubc.ca/](http://www.security.ubc.ca/) for details. This topic may be integrated with “working alone” or hazard of workplace” topics listed above. Information about Violence in the Workplace and on-line training is available at <https://srs.ubc.ca/health-safety/safety-programs/personal-safety/workplace-violence-prevention/>.

Date Supervisor Initials Worker Initials

**6) Preventing & Addressing Workplace Bullying & Harassment**

Effective November 2013, BC’s Workers Compensation Act was amended to include three new policies addressing workplace bullying & harassment. The new legislation requires all UBC Faculty & Staff (including students employed by the University and student’s participating in practicums) to receive training about the new workplace bullying and harassment policies and requirements on how to recognize, prevent, and address workplace bullying & harassment. Information about Workplace B&H and on-line training is available at [www.bullyingandharassment.ubc.ca.](http://www.bullyingandharassment.ubc.ca.)

Date Supervisor Initials Worker Initials

**7) Personal Protective Equipment Rules**

The use of [personal protective equipment](#) to protect against job hazards must be addressed including the rules of use, limitations, care and maintenance, and instruction to report any problems with such equipment for resolution. Workers should be properly fitted and be able to demonstrate the proper use of the equipment.

This may include clothing rules, footwear, and cold or wet weather clothing. Workers must be aware that the provision of PPE is the responsibility of the University. Inform the worker of the allowances available for protective footwear if it is required.

Date Supervisor Initials Worker Initials

**8) First Aid Services, Reporting Injuries or Illness**

Inform the employee of the University first aid number (2-4444) for the Point Grey Campus, or appropriate numbers for other campus locations, name and location of local first aid attendant, if one is available. Procedures for reporting illness or injury to the supervisor must be covered include the requirement to report any injuries as soon as possible preferably before leaving the worksite. The worker should understand that the University will report any injury or illness to WorkSafeBC. Please refer to <https://srs.ubc.ca/health-safety/safety-programs/first-aid/> ,



<https://srs.ubc.ca/health-safety/safety-programs/accident-incident/> and <https://www.worksafebc.com/en/claims/report-workplace-injury-illness> for additional information.

Date Supervisor Initials Worker Initials

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**9) Emergency Procedures**

Describe to the employee the most likely emergency situations, and the appropriate emergency procedures. Location of fire alarms, extinguishers, safety showers and eyewashes, exit routes, assembly points, and civic addresses must be physically demonstrated.

Review emergency procedures at [www.emergency.ubc.ca/procedures/](http://www.emergency.ubc.ca/procedures/). Hazardous material incidents must be covered with instructions to summon assistance before attempting any major spill clean-up. Posted phone numbers with key departmental contacts must be a part of emergency procedure awareness. Review emergency phone numbers at [www.directory.ubc.ca/index.cfm?page=emergency](http://www.directory.ubc.ca/index.cfm?page=emergency). The new worker should complete the attached Personal Safety Checklist to document emergency response training.

Date Supervisor Initials Worker Initials

\_\_\_\_\_

**10) Instructing the Workers in their Tasks**

Every worker must be instructed in and be able to demonstrate the specific work tasks to be performed. The supervisor must observe the worker performing the task and determine that the worker is capable of working safely. As new tasks are assigned, additional training must be provided. The safety and maintenance requirements of equipment such as daily inspection before use and reporting of any equipment problems must be covered. Defective equipment is not to be used.

Date Supervisor Initials Worker Initials

\_\_\_\_\_

**11) Introduce the Department's Health and Safety Program**

Introduce the worker to the [departmental health and safety manual](#). Explain the departmental program including the departmental safety policy, safety training requirements, inspectional programs, accident investigations, the role of the safety committee, and the management systems in place to ensure a safe work place. Refer the worker to the SRS web site for further safety information <http://srs.ubc.ca/>.



The names of the Safety Committee members and contact information must be provided.

Date	Supervisor Initials	Worker Initials
_____	_____	_____



### Employee Safety Training Record

Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

Position: \_\_\_\_\_

Supervisor:

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Department: \_\_\_\_\_

Local Safety and Security Committee Representative: \_\_\_\_\_

### Risk Management Services Courses

Course	Required for Work		
	Yes	No	Certificate #
Preventing COVID-19 Infection in the Workplace <sup>1</sup>	X		
Preventing & Addressing Workplace Bullying & Harassment <sup>1</sup>	X		
Workplace Violence Prevention Training <sup>1</sup>	X		
Privacy & Information Security Fundamentals Training <sup>1</sup>	X		
New Worker Safety Orientation <sup>2</sup>	X		
Safety Supervision at UBC <sup>3</sup>	X		
Chemical Safety Course			
Biological Safety Course			
Radioisotope Safety Course			
Floor Warden Training			
WHMIS Training			
Introduction to Lab Safety			

### Other Safety Related Course(s)

Course	Required for Work		
	Yes	No	Date completed
Rock Saw Use Training			
Sand Blaster Use Training			
Rock Crusher Use Training			

<sup>1</sup> Mandatory for all faculty, staff, student workers, visitors and students on unpaid practicums.

<sup>2</sup> Mandatory for all new workers

<sup>3</sup> Mandatory for all supervisors



**List of Safe Work Procedures**

Title and Brief Description	Read & Understand Risk Factors Associated with Task	
	Worker Initial	Instructor Initial

**Hazard Identification List**

Hazard	Orientation Provided	
	Yes	No



### Personal Safety Information Checklist

Name \_\_\_\_\_ Dept. \_\_\_\_\_

Date \_\_\_\_\_

#### EMERGENCY INFORMATION

In the event of an **emergency**, I should know where the following **equipment and egress routes** are located: (i.e. include all of the areas that you work in)

	Fire Alarm	Fire Extinguishers	Fire Exits
<i>Location</i>			
<i>Location</i>			

In the event of an <b>evacuation</b> the <b>designated meeting area</b> or <b>muster station</b> is:	
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#### PERSONAL PROTECTIVE EQUIPMENT INFORMATION

The **Personal Protective Equipment** required for my work is (other PPE equipment should be added to the list):

Personal Protective Equipment	N/A	Yes	No
Lab Coat			
Gloves			
Protective Eyewear			
Fit Tested Respirator			



HAZARDOUS MATERIAL & EMERGENCY RESPONSE INFORMATION

*In the event I come into contact with a **hazardous material**, the **nearest Emergency**:*

**Eyewash/Shower** is located:

Room #	Location:
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The **Material Safety Data Sheets** are located:

Room #	Location:
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The **Chemical Spill Kit** is located:

Room #	Location:
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The **Biological Spill Kit** is located:

Room #	Location:
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SAFETY CONCERNS & REPORTING HAZARDS

*In the event I have a concern about safety or emergency procedures, I can contact:*

The **Local Safety and Security Committee** representative:

Name:	Room/Phone #:	Location:
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The **Floor Warden**:

Name:	Room/Phone #:	Location:
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The **First Aid Attendant**:

Name:	Room/Phone #:	Location:
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### UBC Emergency Phone Numbers

\*Review your Building Emergency Response Plan ([BERP ESB](#), [BERP EOSM](#) [EOSS](#)) for this information

#### Emergency Personnel

# for Police	# for Ambulance	# for Fire

# for First Aid Employees	# for First Aid Students/Visitors	# for Local First Aid for Minor Injuries

# for Hazardous Materials Response

\_\_\_\_\_

# for Fire Dept. (Non-Emergency)

\_\_\_\_\_

# for Student Health Service

\_\_\_\_\_

# for Campus Security

\_\_\_\_\_

What is your Building's Address?

\_\_\_\_\_