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| **Health and safety orientation checklist** |

Name of employee: Enter name

SAFETY RESPONSIBILITIES OF EMPLOYEES

I understand I am responsible for:

Understanding workplace health and safety requirements.

Inspecting the workplace and equipment regularly and being alert for hazards.

Immediately reporting unsafe work practices and hazards to my manager.

Reporting accidents, near accidents, injuries, or illnesses immediately to my manager.

Following safe work practices and procedures.

Cooperating with others on matters relating to occupational health and safety.

Reading [ORGANIZATION]’s policies and procedures on occupational health and safety.

Reading the *Workers Compensation Act*, Section 22 (General duties of workers).

INCIDENT REPORTING & INVESTIGATION

An incident is defined as “an accident or other occurrence which resulted in or had the potential for causing an injury or occupational disease.”

I understand I am responsible for:

Reporting all incidents or near misses to my manager, regardless of severity

Reporting my injury or illness to my manager.

Completing and submitting the WSBC Form 6A: Worker Report of Injury to [ORGANIZATION] if requested.

Assisting the investigation team as necessary.

JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE & WORKER SAFETY REPRESENTATIVE

All BC workplaces with 20 or more workers require a JOHS Committee; and those with 9-19 workers, a Worker Safety Representative. A JOHS Committee is a team of both managers and employees that monitor workplace health and safety.

I understand I am responsible for:

Knowing who is on the JOHS Committee and where the meeting minutes are kept.

Knowing who is the Worker Safety Representative.

FIRST AID

I understand I am responsible for:

Knowing who is the First Aid Attendant and how to contact them.

Knowing where the First Aid room and/or supplies are located.

Calling 9-1-1 if there is an emergency and the First Aid Attendant is not available.

EMERGENCY RESPONSE & PREPAREDNESS

I understand I am responsible for:

Understanding and following the Emergency Preparedness and Response Plan including emergency procedures.

Participating in emergency drills and emergency preparedness activities.

WORKING ALONE OR IN ISOLATION

I understand I am responsible for:

Consulting with my manager, as necessary, to schedule work done in isolation and to maintain communication during these periods.

Using [ORGANIZATION]’s check-in procedures while working alone or in isolation.

VIOLENCE IN THE WORKPLACE

I understand I am responsible for:

Knowing how to recognize the potential for violence.

Understanding and following the policies, procedures and work arrangements in place to minimize the risk to employees, including procedures for working alone.

Knowing how to appropriately respond to incidents of violence and how to obtain assistance.

Reporting all incidents of violence to my manager.

BIO-HAZARDOUS MATERIALS

I understand I am responsible for:

Knowing the biohazards of the workplace.

Understanding and following the Exposure Control Plan.

Using any required personal protective equipment (PPE) as instructed.

Reporting any unsafe conditions or exposure incidents to my manager.

Signature: Enter employee signature Date: Enter date

Signature: Enter manager signature Date: Enter date