|  |
| --- |
| **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