

## Worker Health and Safety Orientation

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

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

Please confirm that you are familiar with the following information, as laid out in the online EHS Worker Health and Safety Awareness course.

### Part A: Employee Safety Checklist

1. University Safety Policy Statement	Check if reviewed
A commitment by the President, signed and posted at all University workplaces <a href="#">Environmental Health and Safety Policy</a>	
<a href="#">Violence Prevention Policy and Program</a>	
<a href="#">Harassment Prevention Policy and Program</a>	
Procedure for reporting harassment or violence concerns <ul style="list-style-type: none"> <li>• Inform harasser that it is not OK,</li> <li>• Inform supervisor or,</li> <li>• Contact Human Resources, Human Rights and Equity or Police</li> <li>• Incidents of violence – contact <b>Guelph Campus Police</b> at extension <b>2000 or 519-840-5000 or 911</b></li> </ul>	

2. Occupational Health and Safety Act and its Regulations	Check if reviewed
Three Rights of all workers <ul style="list-style-type: none"> <li>• Right to know about hazards,</li> <li>• Right to participate in health and safety and,</li> <li>• Right to refuse unsafe work</li> </ul> Additionally, workers who are certified Members of a JHSC (as set out by the Ministry of Labour) have the right to stop unsafe work.	

2. Occupational Health and Safety Act and its Regulations	Check if reviewed
<p>Role and responsibilities: The Employer must:</p> <ul style="list-style-type: none"> <li>• Provide a safe workplace</li> <li>• Ensure safety equipment is provided and used</li> <li>• Share information of hazards, train and supervise workers</li> <li>• Post the Act, the Safety Policy, Violence and Harassment policies and other notices</li> <li>• Post the names of the Joint Health and Safety committee members</li> <li>• Take every precaution reasonable in the circumstances for the protection of the worker</li> </ul>	
<p>Roles and responsibilities: The Supervisor must:</p> <ul style="list-style-type: none"> <li>• Take every precaution reasonable in the circumstances for the protection of the worker</li> <li>• Advise a worker of the existence of any potential or actual danger to the health or safety of the worker</li> <li>• Ensure that workers follow required safety procedures</li> </ul>	
<p>Roles and responsibilities: The Worker must:</p> <ul style="list-style-type: none"> <li>• Work in compliance with the provisions of the Act and Regulations</li> <li>• Use safety equipment, protective devices or clothing that the employer requires</li> <li>• Report to employer or supervisor any hazard of which they know</li> <li>• Not use or operate any equipment or work in a manner than may endanger themselves or others</li> </ul>	
<p>Role of the Joint Health and Safety Committees (JHSC) and Safety Representatives</p> <ul style="list-style-type: none"> <li>• Be consulted on development of safety programs</li> <li>• Worker members conduct monthly inspections</li> <li>• Make recommendations to management</li> <li>• May investigate critical incidents</li> <li>• Be present at the start of hygiene testing</li> <li>• Participate in work refusals</li> </ul>	

2. Occupational Health and Safety Act and its Regulations	Check if reviewed
Procedure for resolving health and safety concerns <ul style="list-style-type: none"> <li>• Inform your supervisor of any safety concerns or deficiencies</li> <li>• If not satisfied can call EHS, contact a JHSC rep or bargaining group</li> </ul>	
<a href="#">Joint Health and Safety Committee</a> Structure at University of Guelph <ul style="list-style-type: none"> <li>• Guelph Campus: Central JHSC, Local JHSCs</li> <li>• Ridgeway campus – JHSC</li> <li>• Research stations – JHSC or H&amp;S Representatives</li> </ul>	
<a href="#">Work refusals</a>	

3. University Safety Resources	Check if reviewed
<a href="#">Environmental Health and Safety</a> (EHS) Assists with incident prevention, incident investigation, hazard assessments, worker and supervisor training etc.	
<a href="#">Occupational Health &amp; Wellness</a> (OWH) Assists with accommodation and return to work for injured workers, ergonomics, musculoskeletal disorder prevention, hearing testing, etc.	
External Health and Safety Resources <ul style="list-style-type: none"> <li>• Health &amp; Safety Ontario – various associations</li> <li>• Consulting &amp; training-               <ul style="list-style-type: none"> <li>○ <a href="#">Workplace Safety &amp; Prevention Services</a> (industrial, farming, small business)</li> <li>○ <a href="#">Public Services Health and Safety Association</a> (education, municipal, hospitals)</li> <li>○ <a href="#">Infrastructure Health &amp; Safety Association</a> (transportation, construction)</li> <li>○ <a href="#">Workplace Safety North</a> (mining, logging)</li> </ul> </li> <li>• Training - <a href="#">Workers Health and Safety Centre</a></li> <li>• OHCOW - <a href="#">Occupational Health Clinics for Ontario workers</a></li> <li>• <a href="#">Ministry of Labour (MOL)</a> <ul style="list-style-type: none"> <li>○ Enforcement</li> </ul> </li> <li>• <a href="#">Workplace Safety and Insurance Board (WSIB)</a> <ul style="list-style-type: none"> <li>○ Determination of workplace injury insurance coverage</li> <li>○ Sets duty to accommodate, return to work, manage disabilities</li> </ul> </li> </ul>	

4. Emergency Procedures	Check if reviewed
First Aid Stations (Guelph: Occupational Health, Student Health Services, Campus Police)	
Personal <a href="#">Injury/ Illness /Incident reporting</a>	
Property damage and Hazardous situation reporting	
Fire: fire alarm locations, when to use an extinguisher, evacuation routes	
<a href="#">Guelph Campus Community Police and Fire Prevention</a> Extension 2000	

5. Hazardous Material Management	Check if reviewed
<a href="#">WHMIS 2015</a> (Workplace Hazardous Material Information System 2015) Training – new pictograms and labelling requirements, released Sept 2015 <ul style="list-style-type: none"> <li>• Acute, chronic and latency of exposures</li> </ul>	
Consistent with safety practices, I will review the Safety Data Sheets (SDS) and handle hazardous substances according to WHMIS guidelines and departmental protocols. I'm aware that SDS exist for products that I may be exposed to.	
<a href="#">Hazardous waste disposal</a>	
<a href="#">Transportation of Dangerous Goods Act</a>	

6. Hazards in the Workplace	Check if reviewed
Hazards in the workplace <ul style="list-style-type: none"> <li>• Acute and latent injuries, occupational illness</li> <li>• Biohazards</li> <li>• Chemical hazards</li> <li>• MSD hazards</li> <li>• Physical hazards</li> <li>• Psychosocial hazards</li> </ul>	
Controls to mitigate hazards <ul style="list-style-type: none"> <li>• At the source with engineering controls</li> <li>• Along the path with administrative controls</li> <li>• At the worker with personal protective equipment</li> </ul>	

7. [Training offered through EHS](#)

Training required for this position:

Employee's Name: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Trainer's Name: \_\_\_\_\_

**Part B: Job Specific Training**

1. Job Specific Training	Check if reviewed
Building Access	
Shifts	
Machinery	
Procedures	
Other training required for this position	

Employee's Name: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Trainer's Name: \_\_\_\_\_