

University of Guelph Safety Orientation

Name: _____ Department: _____

Orientation start date _____ Supervisor: _____

Hand out - job description

PART A **Employee Safety Checklist**

1. University Safety Policy Statement

A commitment by the President of the University, signed and posted on campus found on Environmental Health and Safety website at <http://www.uoguelph.ca/ehs/view-policies/>

2. Occupational Health and Safety Act and its Regulations

3 Rights of all workers

- right to know about hazards
- right to participate in health and safety and
- right to refuse unsafe work

Additionally, workers who receive Basic certification training (as set out by the WSIB) and become Certified Workers have the right to stop unsafe work

Role and responsibilities of employer, supervisor and worker

The employer must:

- provide a safe workplace
- ensure safety equipment is provided and used
- share information of hazards, train and supervise
- ensure there is a H&S committee or rep, as required
- appoint a competent person as supervisor
- take every precaution reasonable in the circumstances for the protection of the worker

The supervisor must:

- take every precaution reasonable in the circumstances for the protection of the worker
- advise a worker of the existence of any potential or actual danger to the health or safety of the worker
- ensure that workers follow required safety procedures

The Worker must:

- work in compliance with the provisions of the Act and Regulations
- use safety equipment, protective devices or clothing that the employer requires
- report to employer or supervisor any hazard of which they know

- not use or operate any equipment or work in a manner that may endanger themselves or others _____

Role of Health and Safety Committees (JHSC)

- act as watchdogs over the safety programs
- worker members conduct monthly inspections
- make recommendations to management
- may investigate critical incidents
- be present at the start of hygiene testing
- participate in work refusals

Procedure for resolving health and safety concerns

- inform your supervisor of any safety concerns or deficiencies
- if not satisfied can call EHS or contact a JHSC rep _____

Work refusals (See handout from EHS) _____

3. University Safety Resources

Environmental Health and Safety Department (website <http://www.uoguelph.ca/ehs/>) assists with incident prevention, incident investigation, noise assessments, worker and supervisor training etc _____

Occupational Health & Wellness (<http://www.uoguelph.ca/hr/ohs/index.php>) Assists with injured individual return to work plans, ergonomics, musculoskeletal prevention, hearing testing, etc _____

Campus Central Joint Health and Safety Committee
Local Joint Health and Safety Committee members or Safety Rep _____

4. Emergency Procedures

- First Aid Stations (Guelph campus Occupational Health, Student Health Services, Campus Police) _____
- Personal Injury/ Incident reporting (see process and report at EHS) _____
- Property damage and Hazardous incident reporting _____
- Fire: fire alarm locations, when to use an extinguisher, evacuation routes _____
- Campus Community Police ext 52000 or 2000 _____

5. Hazardous Material Management

WHMIS (Workplace Hazardous Material Information System) training _____
Consistent with safety practices, I will review the MSDS sheets and handle hazardous substances according to MSDS guidelines and departmental protocols.

Hazardous waste disposal _____
Transportation of Dangerous Goods Act _____

6. Hazards and Controls

Chemical hazards
Biohazards

Physical hazards
Ergonomic hazards

- at the source – engineering controls
- along the path – administrative controls
- at the worker – personal protective equipment

7. Training offered (EHS website)

<http://www.uoguelph.ca/ehs/training/online-course-registration/>

Training required for this position: _____

Trainer _____

Employee _____

Completion Date _____

PART B

Job Specific Training