

NEW EMPLOYEE HEALTH AND SAFETY ORIENTATION

Supervisors: Please complete this form on the employee's first day of work. Keep a copy for your records. And submit a copy of this completed checklist through [AskMyHR](#) by selecting Supervising and Leading under the Service tab and Access to Personnel File as the subcategory.

Employee Name: _____ **Employee ID #** _____

Position:

Location:

Employee start date at this work location: ___/___/___ (MM/DD/YY)

Date of orientation: ___/___/___(MM/DD/YY)

Supervisor/Manager:

Name of person providing orientation (if different than above):

SAFETY RESPONSIBILITIES FOR EMPLOYEES	Initial upon completion	
	Employee	Supervisor
<p>Each employee is responsible for:</p> <ul style="list-style-type: none"> • Understanding their workplace health and safety requirements • Inspecting their equipment and workplace regularly and being alert for hazards • Immediately reporting unsafe work practices and hazards to their supervisor/manager • Reporting accidents, near accidents, injuries, or illnesses immediately to their supervisor • Following safe work practices and procedures • Co-operating with others on matters relating to occupational safety and health • Reading Workers Compensation Act - General duties of workers part 116 		

SAFETY RESPONSIBILITIES FOR SUPERVISORS	Employee	Supervisor
<p>Each supervisor is responsible for:</p> <ul style="list-style-type: none"> • Providing appropriate safety orientation, training and instructions • Ensuring employees follow health and safety rules as well as safe work practices • Providing the safe tools, equipment, and materials required to do your job • Ensuring you know how to respond if there is an emergency or injury • Maintaining a safe worksite by conducting inspections, following up on employee's safety concerns, and conducting accident investigations • Supporting and working with the local Joint Occupational Health & Safety Committee (JOHSC) or Safety Representative • Reading Workers Compensation Act - General duties of supervisors part 117 		
RIGHTS OF ALL WORKERS	Employee	Supervisor
<p>1. The Right to Know</p> <p>Workers have the <i>Right to Know</i> about any potential hazards in the workplace and the right to training and information on working conditions, processes and hazardous substances.</p> <p>2. The Right to Participate</p> <p>Workers have the <i>Right to Participate</i> in the process of identifying and resolving workplace health and safety concerns.</p> <p>3. The Right to Refuse Unsafe Work</p> <p>Workers have the <i>Right to Refuse</i> work they believe is dangerous to their own health and safety or to other workers. (Read Workers Compensation Act Section 3.12 -3.13 Procedure for refusal)</p> <p>4. The Right to No Discrimination</p> <p>A worker cannot be fired or disciplined for participating in Health and Safety activities.</p>		

STANDARDS OF CONDUCT	Employee	Supervisor
<p>As part of your acceptance of a position in the BC Public Service you agree to abide by the Standards of Conduct. The Standards include a section on Workplace Behavior. Conduct in the workplace must meet acceptable social standards and must contribute to a positive work environment. Bullying or any other inappropriate conduct compromising the integrity of the BC Public Service will not be tolerated.</p> <p>Review the Workplace Behavior section. Your supervisor will discuss with you how to recognize discrimination, bullying or harassment and how to report it. If you are a bargaining unit employee, you can also speak to your Union Shop Steward for more information.</p> <p>For more information, access the Learning System, and search Building A Respectful Workplace to register for a workshop.</p>		
DISCRIMINATION, HARASSMENT & BULLYING	Employee	Supervisor
<p>Read the Discrimination & Harassment policy and register for awareness training if not already attended (to be completed by end of the six month probation period). Go to the Learning System and search for the Discrimination Prevention Workshop.</p>		
VIOLENCE IN THE WORKPLACE	Employee	Supervisor
<p>Most people think of violence as a physical assault; however, workplace violence also includes threats, verbal abuse and intimidation. All staff play a vital role in violence prevention by following safe work procedures, reporting any incidents, and assisting with risk assessments.</p> <p>To learn more about your workplace's Violence Prevention Plan ask your supervisor.</p>		

INCIDENT REPORTING & INVESTIGATION	Employee	Supervisor
<p>An incident is defined as <i>"an accident or other occurrence which resulted in or had the potential for causing an injury or occupational disease."</i></p> <p>Workers are responsible for:</p> <ul style="list-style-type: none"> • Reporting all incidents or near misses to their supervisor, regardless of severity • Reporting their injury or illness to the to their supervisor • Completing and submitting the WSBC Form 6A, "Worker Report of Injury" to the employer if requested by a supervisor • Assisting the Joint Investigation team as necessary 		
JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE (JOHSC)	Employee	Supervisor
<p>All BC Public Service Workplaces with 20 or more workers require a JOHSC; or in workplaces with 9-19 workers, a Safety Representative. A JOHSC is a team of both managers and employees that monitor workplace health and safety.</p> <p>As a new worker you need to know who is on the JOHS Committee and where their meeting minutes are kept.</p> <p>Current members of the Committee are:</p> <p>Meeting minutes are located:</p>		
ERGONOMICS	Employee	Supervisor
<p>Ergonomics is the science of adapting work processes, equipment and tools to best fit you and your unique needs to help reduce the risk of musculoskeletal injuries (MSI).</p> <p>The first step in an assessment is to view the Preventing Strain Injuries at Your Workstation Video and complete the Online Ergonomic Assessment Tool.</p>		

<p>Additional to the computer workstation self-set up, workstation assessments can be completed by trained Ministry Workstation Ergonomics Assessors. In complex cases, your supervisor will contact a Safety Specialist through AskMyHR to conduct an in-depth ergonomic assessment.</p>		
<p>FIRST AID</p>	<p>Employee</p>	<p>Supervisor</p>
<p>Staff should be introduced to the First Aid Attendant for their office and should familiarize themselves with the protocol for contacting a First Aid Attendant. Do not move an injured person unless the First Aid Attendant requests your assistance. If there is an emergency and a first aid attendant is not available, please dial 9 - 911.</p> <p><i>The First Aid room and/or supplies for this workplace are located at:</i></p>		
<p>EMERGENCY EVACUATION PLAN</p>	<p>Employee</p>	<p>Supervisor</p>
<p>Your supervisor will introduce you to the Chief Warden or Floor Warden for your office. They will discuss the emergency evacuation plan(s) and direct you to the locations of the plan posters. Should you need any accommodations or assistance during an emergency evacuation, please inform the wardens ahead of time.</p>		
<p>WORKING ALONE OR IN ISOLATION</p>	<p>Employee</p>	<p>Supervisor</p>
<p>WorkSafeBC describes working alone or in isolation as working in circumstances where assistance would not be readily available to the worker in case of an emergency, injury or poor health. Isolation may include situations such as two workers working together but who are unable to get emergency help quickly due to their remote location.</p> <p>In your day-to-day work will you be doing any of the following:</p> <ol style="list-style-type: none"> 1. Working regularly after hours and on weekends with supervisor's 		

<p>knowledge Yes or No</p> <p>2. Working from home Yes or No</p> <p>3. Travelling by car in bad weather conditions Yes or No</p> <p>If you answered yes to any of the questions, speak to your supervisor regarding working alone procedures for your office. Read Working Alone on the WorkSafeBC website.</p> <p>If your workplace does not involve working alone or in isolation please mark N/A in the initial areas →</p>		
<p>HAZARDOUS MATERIALS</p>	<p>Employee</p>	<p>Supervisor</p>
<p>If your job entails working with hazardous materials or controlled substances your supervisor will discuss the storage, handling, hazards, cleanup and emergency procedures. An introduction to Workplace Hazardous Materials can be found on MyHR.</p> <p>If your workplace does not work with hazardous materials please mark N/A in the initial areas →</p> <p>WHMIS training completed on:</p>		
<p>PERSONAL PROTECTIVE EQUIPMENT</p>	<p>Employee</p>	<p>Supervisor</p>
<p>If your job requires the use of personal protective equipment (PPE) such as: safety glasses, gloves, etc., your supervisor will train you on what to use, when/where it is to be used, and how to clean, store, and properly maintain the equipment.</p> <p>If your workplace does not require PPE please mark N/A in the initial areas→</p>		

HEALTH AND WELL-BEING SERVICES	Employee	Supervisor
<p>All BC Public Service workers (including auxiliary workers and those not yet eligible to receive other benefits such as extended health and dental) are eligible to access confidential Employee and Family Assistance Services through a contracted services provider. This includes: short-term counselling, pro-active lifestyle wellness programs, online programs, and more. Detailed information on the different services available can be found on MyHR.</p>		
SAFE AND HEALTHY WORKPLACE TRAINING AND RESOURCES	Employee	Supervisor
<p>Staff are encouraged to complete the Allies for a Safe and Healthy Workplace training to learn more about the importance of a proactive health and safety culture. New managers and supervisors are also encouraged to take the Leading a Safe and Healthy Workplace workshop. These courses are available through the Learning Centre. More information on these and other training resources can be found on MyHR.</p>		

For all workplaces, your supervisor will provide the necessary training. If you have questions, ASK! The training will include task specific training and will educate you regarding any of the hazards or risk of injury you may face as part of your job.

In this area list the courses or training you are required to complete.

COURSE or TASK DEMONSTRATED	COMPLETION DATE:

Comments: