

**University of British Columbia
Workplace Safety Orientation Requirements**

New Employees and New Faculty Members

Prepared by

Health, Safety and Environment

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All employees and faculty members new to the University must receive appropriate training and orientation in the hazards of their work sites and the procedures that must be followed to safely perform their work. The University's Safety Policy #7 requires that administrative heads of units ensure that all persons working or studying within their unit are trained in and follow all environmental and safety procedures. **Accident rates for new and young workers are significantly higher than for mature and experienced workers. In response to this reality, WorksafeBC has recently proclaimed an amendment to the Occupational Health and Safety Regulation, effective July 26, 2007, that requires training and orientation to be provided to a new employee before beginning new work.** The regulation further defines the workplace specific topics that must be addressed in the orientation program. For a copy of the new regulations please see the WorksafeBC website at:

http://www.worksafebc.com/regulation_and_policy/public_hearings/assets/pdf/2006_fall_public_hearings/Part%203_approved.pdf

Orientation training must be conducted at the worksite by the immediate supervisor or designate. Safety training involving hands-on demonstrations and introduction to specific workplace hazards and facilities are essential to ensure that the orientation is effective. The orientation must be documented and signed off by the worker and the training records kept for possible review by WorksafeBC inspectors or internal auditors.

Department or unit specific training and orientation may need to be supplemented by other safety courses. For instance, the University requires that employees and students pass an HSE course in Laboratory Radiation, Biosafety or Chemical Safety before working independently in these areas. Check the HSE website at <http://www.hse.ubc.ca/> for a listing of course offerings. If a desired course is not listed, please contact HSE at 604 822-2029. Special arrangements may be possible.

HSE has developed Safety Orientation Guidelines that are intended to support departments in the development of their orientation program that meets their obligations and demonstrates due diligence in safety orientation and training activities. Please see the attached pages. The documents include a template Safety Training Record and a Personal Safety Checklist template for new workers to complete as part of their orientation. Note that hypertext links to background material are imbedded in the Word documents.

For clarification on this or related issues, please contact the Department of Health Safety and Environment 822-2029.

Safety Orientation Guidelines

Rights and responsibilities:

Under UBC Policy# 7 – Review the Safety Policy with the worker. Explain the roles and responsibilities of supervisors and workers, the requirements to observe all rules, be safety conscious, report accidents and hazards to their supervisor and support the safety committee. See policy at <http://www.universitycounsel.ubc.ca/policies/policy7.pdf>

Under the WorksafeBC regulation – Explain under [Regulation 3.12](#) the right and duty to refuse unsafe work and the work refusal process. The worker must also be told of the protection against discrimination under the WorkSafeBC legislation. The right to know the hazards of the work, and to participate in safety activities through the safety committee must also be explained.

Date _____ Instructor Initials _____ Worker Initials _____

Workplace Safety Rules

Train the worker in Departmental and University rules covering the work to be performed. Topics include working alone, restrictions on certain pieces of equipment, specific operating instructions, prohibition of eating in laboratories, and PPE required. These instructions should be in writing or on a departmental LAN or website. Safety rules should address all the hazards that may be encountered. This training should include hands-on demonstrations and require the worker to perform the tasks as part of the learning process.

Housekeeping should be addressed with instructions to keep aisles and exits clear. Access to emergency equipment such as fire extinguishers or emergency showers must be maintained at all times. Proper conduct is addressed with instruction that horseplay, threats, assaults and fighting are prohibited, as are practical jokes and unnecessary running. [Part3 Division 3 \(116\)](#)

Date _____ Instructor Initials _____ Worker Initials _____

Job hazards, including chemical hazards under WHMIS

Hazards from materials, work environment and equipment use, and work processes including ergonomic risks must fully explained. If working in proximity to hazardous materials is part of the workers duties then training must be provided in the [Workplace Hazardous Material Information System](#). Training should include labeling information, MSDS access and the procedures for specific chemicals and processes including hazard controls and emergency procedures. Workers must be able to answer the following questions:

What are the hazards of the materials in the workplace?

How do you protect yourself?

Where can you find hazard information?

What you do in an emergency?

If workers are in a location that involves contact with the public, they must advise of any risks that may arise including abusive behavior, robbery, and assault or possible confrontation.

Date _____ Instructor Initials _____ Worker Initials _____

Rules for working alone

If the work requires [working alone](#) or in isolation then the procedures for monitoring and summoning assistance must be fully explained and documented. The procedures must include a system for checking on the well being of the worker and establishing the time intervals for checking on the isolated worker.

In many Departments, restrictions are placed on the use of laboratories or workshop equipment after hours unless specific arrangements are made to have more than one person present and available to assist during any untoward instances.

Working alone may increase the risk to personal security. Procedures for minimizing these risks must be in place and fully explained to the worker.

Date _____ Instructor Initials _____ Worker Initials _____

Procedures to avoid violence in the workplace

If violence from clients or the public is a risk then the procedures to protect the workers from violence or assaults must be covered. Workers should be advised that “violence“ includes threatening statements, gestures to the individual or others as well as physical assault. [Procedures for summoning assistance must covered](#). Any instances must be reported to the supervisor for investigation and possible remediation.

Workers must be advised of the University services available to reduce risks such as evening Safewalk services, shuttle buses to remote parking areas and blue light phones. See Campus Security website at <http://www.security.ubc.ca/> for details.

This topic may be integrated with “working alone” or hazard of workplace” topics listed above.

Date _____ Instructor Initials _____ Worker Initials _____

Personal Protective Equipment rules

The use of [personal protective equipment](#) to protect against job hazards must be addressed including the rules of use, limitations, care and maintenance, and instruction to report any problems with such equipment for resolution. Workers should be properly fitted and be able to demonstrate the proper use of the equipment.

This may include clothing rules, footwear, and cold or wet weather clothing. Workers must be aware that the provision of PPE is the responsibility of the University. Inform the worker of the allowances available for protective footwear if it is required.

Date _____ Instructor Initials _____ Worker Initials _____

First Aid Services, Reporting injuries or illness

Inform the employee of the University first aid number (2-4444) for the Point Gray Campus, or appropriate numbers for other campus locations, name and location of local first aid attendant, if one is available. Procedure for reporting illness or injury to the supervisor must be covered include the requirement under [Part 3 Section 317](#) to report any injuries as soon as possible preferably before leaving the worksite. The worker should understand that the University will report any injury or illness to WorkSafeBC.

Date _____ Instructor Initials _____ Worker Initials _____

Emergency Procedures

Describe to the employee the most likely emergency situations, and the appropriate emergency procedures. Location of fire alarms, extinguishers, safety showers and eyewashes, exit routes, assembly points, and civic addresses must be physically demonstrated.

Emergency procedures are published in the first pages of the University phone book. Hazardous material incidents must be covered with instructions to summon assistance before attempting any major spill clean up. Posted phone numbers with key departmental contacts must be a part of [emergency procedure awareness](#). The new worker should complete the attached Personal Safety Checklist to document emergency response training.

Date _____ Instructor Initials _____ Worker Initials _____

Instructing the workers in their tasks

Every worker must be instructed in and be able to demonstrate the specific work tasks to be performed. The supervisor must observe the worker performing the task and determine that the worker is capable of working safely. As new tasks are assigned, additional training must be provided. The safety and maintenance requirements of equipment such as daily inspection before use and reporting of any equipment problems must be covered. Defective equipment is not to be used.

Date _____ Instructor Initials _____ Worker Initials _____

Introduce the department's health and safety program

Introduce the worker to the departmental health and safety manual. Explain the departmental program including the departmental safety policy, safety training requirements, inspectional programs, accident investigations, the role of the safety committee, and the management systems in place to ensure a safe work place. Refer the worker to the HSE web site for further safety information www.hse.ubc.ca .

The names of the Safety Committee members and contact information must be provided.

Date _____ Instructor Initials _____ Worker Initials _____

Safety Training Record

Name: _____ Start Date: _____

Position: _____

Supervisor:

Name _____

Phone #: _____

Department: _____

Local Safety Comm. Rep.: _____

Hazard Identification List

| Hazard | Orientation Provided |
|--------|----------------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Health, Safety & Environment Courses

Chemical Safety Course Required y/n?___ Date completed_____

Biological Safety Course Required y/n?___ Date completed_____

Radioisotope Safety Course Required y/n?___ Date completed_____

Occupational First Aid Level 1 Required y/n?___ Date completed_____

Transportation of Dangerous Goods Required y/n?___ Date completed_____

Safety Committee Training Required y/n?___ Date completed_____

Floor Warden Training Required y/n?___ Date completed_____

WHMIS Training Required y/n?___ Date completed_____

Other Safety Related Course(s) _____

Personal Safety Checklist

Name _____ Dept. _____ Date _____

In the event of an emergency, I should know the following information:
(i.e. Include all of the areas that you work in)

Location of:

| Fire Alarm | Fire Extinguishers | Fire Exits |
|------------|--------------------|------------|
| | | |
| | | |

Evacuation **assembly point** _____

The **Personal Protective Equipment** required for my work is:

Lab coat _____ Gloves _____ Gown _____ Fit Tested Respirator _____
Other _____

In the event I come into contact with a hazardous material, the nearest Emergency **Eyewash/Shower** is located:

Room # _____ Location _____

The **Material Safety Data Sheets** are located:

Room # _____ Location _____

The **Chemical Spill Kit** is located:

Room # _____ Location _____

The **Biological Spill Kit** is located:

Room # _____ Location _____

The **Safety Committee representative** is: Name _____

Room # _____ Phone # _____

The **Fire Floor Warden** is: Name: _____ Room# _____

Phone# _____

The **First Aid Attendants** for this area are: Name _____

Room # _____ Phone # _____

UBC Emergency Phone Numbers

Police, Ambulance, Fire _____ Local First Aid _____

Hazardous Materials Response _____ Fire Dept. First Aid _____

(Fire Dept.) _____ Student Health Service _____

Campus Security _____

Department's Civic

Address _____