



## Part 2: Site Specific Safety Orientation Checklist

This checklist is designed to be completed once Part 1 of the [New Worker Safety Orientation](#) Course has been completed.

### Section 1: General Information:

Name of Worker	Job Title	Department/Faculty

Start Date at Location: \_\_\_\_\_

Date of Safety Orientation: \_\_\_\_\_

Reason for Orientation:

- New Hire
- Restart after absence/long remote work period
- Change of Job within UBC or relocation to new workplace

Name of Direct Supervisor/Manager	Name of Person Providing the Orientation



## Section 2: Checklist

Bring this checklist to your supervisor and review all topics and document what you discuss under “Notes.” If the topic is not applicable mark “N/A” in the “Yes” column.

	Topic	✓Yes	Notes
a	<b>Name and Contact Information for Supervisor</b> I have been advised of my Supervisor’s name and contact information		
b	<b>Worker’s Rights and Responsibilities</b> I have been advised on my <a href="#">rights and responsibilities as a worker</a>		
c	<b>Safety Program and Procedures</b> I have been oriented to the <a href="#">Health and Safety Policy (SC1)</a> and the departmental safety program elements and procedures.		
d	<b>Workplace Health and Safety Rules</b> I have been trained on the specific workplace safety rules related to my work/work area		
e	<b>Potential Hazards of a Workplace</b> I have been advised about the hazards that may be encountered while performing my work tasks.		
f	<b>Joint Occupational Health and Safety Committee (JOHSC)</b> I have been advised on how to contact the JOHSC, and have been made aware of a local worker representative on the committee. Know the website: <a href="http://safetycommittees.ubc.ca/">http://safetycommittees.ubc.ca/</a>		
g	<b>Accident Incident Reporting and Investigation</b> I am aware of the UBC Centralized Accident Incident Reporting System ( <a href="#">UBC CAIRS</a> )		
h	<b>First Aid</b> I know the number for <a href="#">first aid</a> for my work location.		
i	<b>Emergency Procedures</b> I have been advised of the <a href="#">emergencies</a> that could occur, the procedures to follow, the location of fire extinguishers, pull stations, AEDs, emergency evacuation routes, and predesignated meeting area		
j	<b>Violence in the Workplace</b> I have been advised of any potential risk for violence in the workplace. I have completed the required <a href="#">Violence Prevention Training</a>		
k	<b>Bullying &amp; Harassment (B&amp;H)</b> I have completed the required <a href="#">Preventing and Addressing Workplace Bullying and Harassment Training</a> .		
l	<b>Working Alone or in Isolation (if applicable)</b> I have been trained on the policies and procedures to be followed for <a href="#">working alone or in isolation</a> .		
m	<b>Personal Protective Equipment (PPE) (if applicable)</b> I have received the appropriate orientation and training in the use and care of any PPE or clothing that is required to safely perform my work. Required PPE has been provided.		
n	<b>Workplace Hazardous Material Information System (WHMIS) (if applicable)</b> Based on my role, I have been instructed to complete either the <a href="#">General Audience WHMIS</a> course, the <a href="#">Chemical Safety</a> course, or neither.		



### Section 3: SRS Training Courses

UBC Safety & Risk Services offers a number of safety related courses to supplement the New Worker Safety Orientation (listed below). These courses can be found on the [SRS Website](#).

Training Courses	Required for Work		
	Yes	No	Date Completed
<b>Required:</b>			
<a href="#">New Worker Safety Orientation</a>	✓		
<a href="#">Preventing &amp; Addressing Workplace Bullying &amp; Harassment</a>	✓		
<a href="#">Workplace Violence Prevention</a>	✓		
<a href="#">Privacy &amp; Information Security Fundamentals Training Part 1</a>	✓		
<a href="#">Privacy &amp; Information Security Fundamentals Training Part 2</a>	✓		
<b>Required for all Supervisors:</b>			
<a href="#">Safety Supervision at UBC</a>	✓		
<a href="#">Supporting Mental Health in the Workplace for Managers and Supervisors</a>	✓		
<b>Job Specific:</b>			
<a href="#">Biological Safety Course</a>			
<a href="#">Chemical Safety Course</a>			
<a href="#">Floor Warden Training Course</a>			
<a href="#">Introduction to Laboratory Safety Course</a>			
<a href="#">Introduction to Laser Safety</a>			
<a href="#">Radiation Safety Course</a>			
<a href="#">Transportation of Dangerous Goods by Ground and Air</a>			
<a href="#">Transportation of Dangerous Goods 6.2</a>			
<a href="#">General Audience WHMIS</a>			
<b>Other Courses:</b>			
<a href="#">Active Shooter Preparedness Workshop</a>			

### Section 4: Signatures

The information detailed in section 2-3 and corresponding education and training was provided to the worker.

\_\_\_\_\_  
New Worker Signature

\_\_\_\_\_  
Orientation Provider Signature

*Documented training records must be retained for all UBC workers.*

*Note: For courses completed on the [www.wpl.ubc.ca](http://www.wpl.ubc.ca) platform, course certificates are automatically attached to a UBC employee's WorkDay profile. However, this Part 2 site-specific checklist and any other [documented training on task specific procedures](#) need to be retained in a central administration area or by the supervisor.*

Last Revised: July 2023