



UBC Workplace Safety Orientation

Safety Training Record

Faculty/Staff Information (includes Student Workers and/or Practicum Students):

Name: _____

Start Date: _____

Position: _____

Department/Faculty: _____

Work Location: _____

Supervisory/Manager Information:

Name: _____

Phone Number: _____

Position: _____

Department/Faculty: _____

Work Location: _____



UBC Workplace Safety Orientation

New Employees, Faculty, Student Workers, Practicum Students and Young Workers

Prepared by: Risk Management Services (RMS)

All employees, faculty, student workers, practicum students and young workers new to the University (or new workplace) 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 Policy #7 University's Safety, 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 had to amend the Occupational Health and Safety Regulation, to require training and orientation be provided to all 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: www.WorkSafeBC.com/

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 RMS course in Laboratory Radiation, Biosafety or Chemical Safety before working independently in these areas. Check the RMS website at <http://rms.ubc.ca/> for a listing of course offerings or contact RMS at 604 822-2029 if a desired course is not listed. Special arrangements may be possible.

RMS 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 Risk Management Services 822-2029.



Safety Orientation Guidelines

1) 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 www.universitycounsel.ubc.ca/policies/policy7.pdf

Under the WorkSafeBC regulation – Explained 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	Supervisor Initials	Worker Initials
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2) 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	Supervisor Initials	Worker Initials
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3) 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:

- a. What are the hazards of the materials in the workplace?
- b. How do you protect yourself?



- c. Where can you find hazard information?
- d. 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	Supervisor Initials	Worker Initials
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4) 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	Supervisor Initials	Worker Initials
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5) 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 any 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 to remote parking areas and operation of blue light phones. See Campus Security website at www.security.ubc.ca/ for details. This topic may be integrated with "working alone" or hazard of workplace" topics listed above.

Date	Supervisor Initials	Worker Initials
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6) Preventing & Addressing Workplace Bullying & Harassment

Effective November 2013, BC's Workers Compensation Act was amended to include three new policies addressing workplace bullying & harassment. The new legislation



requires all UBC Faculty & Staff (including students employed by the University and student’s participating in practicums) to receive training about the new workplace bullying and harassment policies and requirements on how to recognize, prevent, and address workplace bullying & harassment. Information about Workplace B&H and on-line training is available at www.bullyingandharassment.ubc.ca.

Date Supervisor Initials Worker Initials

7) 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 Supervisor Initials Worker Initials

8) First Aid Services, Reporting Injuries or Illness

Inform the employee of the University first aid number (2-4444) for the Point Grey Campus, or appropriate numbers for other campus locations, name and location of local first aid attendant, if one is available. Procedures 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 Supervisor Initials Worker Initials

9) 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.

Review emergency procedures at www.emergency.ubc.ca/procedures/. 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. Review emergency phone numbers at www.directory.ubc.ca/index.cfm?page=emergency. The new worker should complete the attached Personal Safety Checklist to document emergency response training.

Date Supervisor Initials Worker Initials

10) 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 Supervisor Initials Worker Initials

11) 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 RMS web site for further safety information www.riskmanagement.ubc.ca .

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

Date Supervisor Initials Worker Initials



Safety Training Record

Name: _____ Start Date: _____

Position: _____

Supervisor:

Name: _____

Phone #: _____

Department: _____

Local Health and Safety Committee Representative: _____

Risk Management Services Courses

Course	Required for Work		
	Yes	No	Date completed
Preventing & Addressing Workplace Bullying & Harassment ¹			
Chemical Safety Course			
Biological Safety Course			
Radioisotope Safety Course			
Occupational First Aid Level 1			
Transportation of Dangerous Goods			
Safety Committee Training Course			
Floor Warden Training			
WHMIS Training			

Other Safety Related Course(s)

Course	Required for Work		
	Yes	No	Date completed

¹ Required for all faculty, staff, student workers, and students on unpaid practicums.



List of Safe Work Procedures

Title and Brief Description	Read & Understand Risk Factors Associated with Task	
	Worker Initial	Instructor Initial

Hazard Identification List

Hazard	Orientation Provided	
	Yes	No



Personal Safety Checklist

Name _____ Dept. _____

Date _____

EMERGENCY INFORMATION

In the event of an **emergency**, I should know where the following **equipment and egress routes** are located: (i.e. include all of the areas that you work in)

	Fire Alarm	Fire Extinguishers	Fire Exits
Location			

In the event of an evacuation the designated meeting area or muster station is:	
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PERSONAL PROTECTIVE EQUIPMENT INFORMATION

The **Personal Protective Equipment** required for my work is (other PPE equipment should be added to the list):

Personal Protective Equipment	N/A	Yes	No
Lab Coat			
Gloves			
Protective Eyewear			
Fit Tested Respirator			
Thermal Gloves			
Face Shield			
Sleeve Protector			



HAZARDOUS MATERIAL & EMERGENCY RESPONSE INFORMATION

*In the event I come into contact with a **hazardous material**, the **nearest Emergency:***

Eyewash/Shower is located:	Room(s) #	Location:
The Material Safety Data Sheets are located:	Room(s) #	Location:
The Chemical Spill Kit is located:	Room(s) #	Location:
The Biological Spill Kit is located:	Room(s) #	Location:

SAFETY CONCERNS & REPORTING HAZARDS

In the event I have a concern about safety or emergency procedures, I can contact:

The Local Health and Safety Committee representative:	Name:	Room/Phone #:	Location:
The Floor Warden:	Name:	Room/Phone #:	Location:
The First Aid Attendant:	Name:	Room/Phone #:	Location:



UBC Emergency Phone Numbers

***Review your Building Emergency Response Plan (BERP) for this information**

Emergency Personnel

Police	Ambulance	Fire

First Aid Staff	Students/Visitors	Minor Injuries

Hazardous Materials Response

Fire Dept. (Non-Emergency)

Student Health Service

Campus Security

Building's Civic Address
