

New Worker Site Specific Orientation



Name of School or Facility: _____

Employee's Name: _____ Employee's Position: _____

Orientation By: _____ Orientation Date: _____

Topics addressed during orientation (Attach additional sheets with more details if necessary)	Initials (trainer)	Initials (worker)
1. Contacts (a) Administrator/Manager/Supervisor name and contact information: _____ (b) JOHSC Committee Members or Worker Health and Safety Representative name(s) and contact information: _____		
2. First Aid (a) Designate and Alternate First Aid Attendants names and contact information: (b) Location of First Aid Room, First Aid Kits, and/or eye wash stations (c) Procedure for summoning First Aid (d) How to report an injury		
3. Emergency Procedures (a) Location of emergency exits and meeting points (b) Locations of fire alarms and fire extinguishers (c) What to do in an emergency		
4. Personal Protective Equipment (PPE) (a) What type of PPE do you require, when to use it and where to find it		
5. Work Alone or in isolation (a) What are the procedures for working alone or in isolation (if applicable i.e., nights/weekends)		
6. Specific Worksite Information (a) Are there any safe work procedures for carrying out tasks (b) Are there any known hazards in the workplace and how to deal with them (c) Are there any specific workplace Health and Safety rules (d) How to report an incident or near miss		

Administrator/Manager Signature: _____

Employee's Signature: _____

Please Read the following:

Health and Safety Rights and Responsibilities

Maintaining a safe and healthy working environment involves the participation of all employees in the School District. As such, workers, supervisors, and employers all have specific rights and responsibilities in the workplace regarding workplace safety.

Employee Rights - All employees have the right to:

- ✓ Know the hazards of their job.
- ✓ Participate in Health and Safety activities.
- ✓ Refuse unsafe work.

Employee Responsibilities

- ✓ Be knowledgeable in the performance of your duties.
- ✓ Comply with District policies and procedures and Occupational Health and Safety Regulations (WorkSafe).
- ✓ Correct or report to your supervisor unsafe acts and conditions that you observe.
- ✓ When required, wear approved personal protective equipment (PPE).
- ✓ Report all work-related injuries or illnesses to the First Aid Attendant and your Supervisor and complete the incident report form.

General Procedures

- ✓ Violence in the Workplace - report violence in the workplace to your supervisor and on the VPP Portal. How to check for Worker Safety Plans for students that they may be working with.
- ✓ Working Alone - if you are required to work alone, notify your supervisor for work alone planning.
- ✓ Asbestos Inventory - No building material, including walls, should be penetrated or disturbed. facilities controls the known inventory of locations.
- ✓ Contact for Support- The site Administration is available for OH&S support as well as Health and Safety Committee reps. The committee minutes are usually posted in the staff room or safety board.
- ✓

Personal Protective Equipment

- ✓ Protective eye protection and hand protection is required when handling chemicals.
- ✓ Protective eye protection is required when high-volume dusting and when working with machines, tools or equipment that create airborne particles.
- ✓ Hearing protection may be required when performing duties where loud machinery is being operated.
- ✓ A hi-visibility vest is required when directing vehicle traffic along with paddle that has STOP on both sides.
- ✓ You are responsible for asking your Supervisor/Administrator/Manager if you need more information/training on what PPE is required for your job and/or how to locate, use and/or maintain PPE that you are required to use.

Workplace Hazardous Materials Information System (WHMIS) and Material Safety Data Sheets (MSDS).

Hazardous materials include products from the custodial, maintenance, science, and art departments. Information regarding hazardous materials, including product information, labels or Safety Data Sheets can be found using the MSDSOnline link on the staff Portal/Health Safety and Well being page.

Please keep on file at location.

***If you have any additional questions or concerns regarding workplace Health and Safety, contact your Administrator/Supervisor/Manager**