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| **Okanagan College New Employee Orientation Checklist** |

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| Employee Name: |  |
| ID Number: |  |
| Job Title: |  |
| Date Hired: |  |
| Date of Orientation: |  |
| Supervisor Name: |  |

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| 1. Rights and responsibilities    1. General duties of employers, supervisors, and workers    2. Worker right to refuse unsafe work and procedure for doing so    3. Worker responsibility to report hazards and procedure for doing so |  |
| 1. Workplace health and safety    1. Health and Safety website    2. Safety Manual    3. JOHS Committee |  |
| 1. Known hazards and how to deal with them (please list below): |  |
| 1. Instruction and demonstration of safe work procedures (please list below): |  |
| 1. Personal protective equipment (PPE) – what to use, when to use it, and where to find it (please list below): |  |
| 1. WHMIS and hazardous materials – please discuss the following where applicable: 2. Hazardous materials and WHMIS controlled products in the workplace 3. Access to Safety Data Sheets 4. Asbestos awareness and abatement 5. Clean up and emergency procedures for hazardous materials |  |
| 1. First aid    1. Call 250-862-5401 or 6699 from a college phone    2. Download the OC Safe App    3. Eyewash station locations    4. Health and Safety Incident Report located in myOkanagan |  |
| 1. Emergency procedures    1. Locations of emergency posters, phones, exits, and emergency assembly areas    2. Locations of fire extinguishers and fire alarms    3. Emergency wardens    4. What to do in an emergency |  |
| 1. Procedures for working alone or in isolation |  |
| 1. Measures to reduce the risk of violence in the workplace and procedures for dealing with violent situations |  |
| 1. Okanagan College’s Discrimination, Bullying and Harassment Policy |  |
| 1. Okanagan College’s Communicable Disease Plan |  |
| 1. Contact information for the Health and Safety Department and JOHS Committees:   <https://www.okanagan.bc.ca/health-and-safety>  <https://www.okanagan.bc.ca/health-and-safety/johs-committees> |  |

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| Employee Signature: |  | Date: |  |
| Supervisor Signature: |  | Date: |  |

**Please submit completed checklist to:** [**OHS@okanagan.bc.ca**](mailto:OHS@okanagan.bc.ca)

**How to fill out the New Employee Orientation Checklist:**

**Instructions for Supervisors**

The orientation checklist covers the topics specified in Section 3.23(2) of the WSBC regulations, which are a required part of any new workers training and orientation. Check the boxes in the right-hand column to indicate a topic has been discussed and provide a signature at the bottom once all topics have been covered.

Here is a brief explanation of each item in the checklist:

1. This information was covered in the New Employee Orientation/Employee Reorientation presentation. Ensure comprehension. [WorkSafeBC Roles Rights and Responsibilities](https://www.worksafebc.com/en/health-safety/create-manage/rights-responsibilities?origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fsearch%23sort%3DRelevancy%26q%3Dworker%2520rights%26f%3Alanguage-facet%3D%5BEnglish%5D&highlight=worker%20rights)
2. This topic was also covered in the New Employee Orientation/Employee Reorientation presentation. Ensure comprehension. [OC Health and Safety](https://www.okanagan.bc.ca/health-and-safety)
3. Inform employees of known hazards related to their work or location and tell them how to safely deal with these hazards. [WorkSafeBC Identifying Hazards](https://www.worksafebc.com/en/health-safety/create-manage/managing-risk/identifying-hazards?origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fsearch%23sort%3DRelevancy%26q%3Dhazard%26f%3Alanguage-facet%3D%5BEnglish%5D&highlight=hazard)
4. Communicate and demonstrate safe work procedures related to the employee’s duties (ex. lockout procedures, safe ladder use, workstation ergonomics)
5. Discuss PPE requirements as they relate to the employee’s duties. Ensure employee is familiar with the proper use of PPE and knows where to find it when needed. [WorkSafeBC PPE](https://www.worksafebc.com/en/resources/health-safety/ppe-information-sheets/ppe-responsibilites-workers?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fsearch%23sort%3DRelevancy%26q%3Dppe%26f%3Alanguage-facet%3D%5BEnglish%5D&highlight=ppe)
6. Inform employees of any hazardous materials or WHMIS controlled products they will encounter. Inform employees of the location of the applicable Safety Data Sheets. Inform employees of the Asbestos Exposure Control Plan as it relates to their duties. Inform employees of any clean up or emergency procedures related to hazardous materials in your area. [WorkSafeBC WHMIS 2015](https://www.worksafebc.com/en/resources/health-safety/whmis/whmis-basics-2015?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fsearch%23sort%3DRelevancy%26q%3Dwhmis%26f%3Alanguage-facet%3D%5BEnglish%5D&highlight=whmis)
7. First aid contact information and incident reporting procedures were covered in the New Employee Orientation/Employee Reorientation presentation. Ensure comprehension. Inform employees of the locations of any emergency eyewash or shower facilities in your area.
8. Inform employees of emergency and evacuation procedures noting emergency exits, fire alarms, fire extinguishers, emergency assembly areas, and emergency wardens in your area.
9. Inform employees of working alone procedures including check in requirements. For more information visit: [Working Alone Procedures](https://www.okanagan.bc.ca/sites/default/files/2021-09/Working%20Alone%20Safe%20Work%20Procedure.docx)
10. Inform employees of any potential risks of violence and how they are handled in your area. For more information visit: [WorkSafeBC Preventing Violence](https://www.worksafebc.com/en/resources/health-safety/books-guides/a-workbook-for-employers-and-workers-preventing-violence?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fsearch%23sort%3DRelevancy%26q%3Dreducing%2520violence%26f%3Alanguage-facet%3D%5BEnglish%5D&highlight=reducing%20violence)
11. Inform employees of Okanagan College’s Discrimination, Bullying and Harassment Policy. To view the policy visit: [E.2.1 Discrimination, Bullying and Harassment](https://www.okanagan.bc.ca/sites/default/files/2020-03/discrimination_bullying_and_harassment.pdf)
12. Ensure employees understand their responsibilities under the Communicable Disease Plan [Okanagan College Communicable Disease Plan](Okanagan%20College%20Communicable%20Disease%20Plan)

Please contact the Health and Safety Department with any questions or concerns