

### Step 1) Instructions for New Employees

This checklist must be completed with your supervisor or designate for site-specific orientation if:  
 You are a new employee and have completed the online portion of Employee OHS Orientation (in the BCIT Employee Learning Hub), or  
 You are starting a new position or in a new area with different hazards as your previous one, or  
 There is a change in hazards since you began working in your current department

#### When complete:

Save as PDF and sign and save or print/sign/scan.  
 Submit to the Checklist Dropbox in the online course.



### Step 2) Instructions for Supervisors or Designates

Introduce the new employee to the designate for site-specific orientation, if applicable.  
 Encourage employee to ask questions  
 Ensure all blank areas are completed  
 Provide employees with as much detail as possible  
 Sign and date bottom of form when completed (you can save as PDF to make signing simpler)  
 Your employee is required to upload a copy of the completed checklist to the Checklist Dropbox in their Employee OHS Orientation course on the Learning Hub.

Supervisors should also maintain a copy as part of their due diligence.

### Step 3) Employee Information

Name: \_\_\_\_\_ BCIT ID#: \_\_\_\_\_

Site-specific Orientation Date: \_\_\_\_\_

Position: \_\_\_\_\_

Department/School: \_\_\_\_\_

Primary Work Area Locations: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: *Their phone #*

Supervisor Designate: \_\_\_\_\_ Phone: *Designator's phone #*

### Step 4) Emergency Resources Discussed

- Police, Fire, Ambulance - 911
- If you've called 911, contact Security to let them know
- First Aid (Non-Emergency): *Enter the #* Security (Non-Emergency): *Enter the #*
- First Aid (Emergency): *Enter the #* Security (Emergency): *Enter the #*
- Reviewed [First Aid](#) locations
- Downloaded the [Safety Wise App](#)

[Emergency contact and location information for all campuses](#)

### Step 5) Workplace Incidents and Hazards

- Report all employee related injuries, no matter how minor it is, to [BCIT First Aid](#), your supervisor, and complete online [Report of Injury/Illness/Exposure – Staff](#) in BCIT IRIS (Incident Reporting Information System). For severe injuries, call 911 immediately and contact First Aid, who are available to attend scene. After the injuries have been attended to, report to your supervisor and report incident through BCIT's online.
- Report hazards to your supervisor and complete online [Unsafe Condition/Act Report](#) in BCIT IRIS.
- Employees who have experienced or witnessed workplace violence (i.e. threatening or abusive behaviour) should report incident to their Supervisor/Manager immediately, and complete online [Unsafe Condition/Act Report](#) in IRIS.
- Report a close call (near miss) to your supervisor and complete online [Close Call \(Near Miss\) Report](#) in BCIT IRIS.
  - WorkSafeBC OHS Regulation can be found at [www.worksafebc.com](http://www.worksafebc.com)

#### **Employer**

Provide a safe and healthy workplace.  
 Ensure workers are adequately trained and records are maintained.  
 Establish a valid occupational health and safety program.  
 Support supervisors, managers, safety coordinators, and workers in their health and safety activities.  
 Ensure adequate first aid equipment, supplies, and trained attendants are on site to handle injuries.  
 Fix problems reported by workers.  
 Report serious incidents to WorkSafeBC, as well as all injuries that require medical attention.  
 Investigate incidents where workers are injured or equipment is damaged.  
 Submit the necessary forms to WorkSafeBC.

#### **Supervisor**

Orient and instruct new employees in [OHS Policy](#) and safe work procedures.  
 Train employees for all tasks assigned to them, and check progress.  
 Ensure that only authorized, adequately trained employees operate tools and equipment or use chemicals.  
 Ensure that equipment and materials are properly handled, stored, and maintained.  
 Ensure employees under your supervision have the appropriate personal protective equipment, which is being used properly, regularly inspected, and maintained.  
 Enforce health and safety requirements.  
 Correct unsafe acts.  
 Formulate a regular inspection process for hazards.

#### **Worker**

Report workplace hazards immediately to your supervisor or employer.  
 Follow safe work procedures and act safely in the workplace at all times.  
 Ask for training if you're unsure how to safely perform a task assigned to you.  
 Immediately report any injury to [BCIT First Aid](#) and your supervisor.  
 Use the protective clothing, devices, and equipment provided. Be sure to wear them properly.  
 Take initiative. Make suggestions to improve health and safety (to your supervisor, JOHS committees, at department meetings, etc.)  
 Never work impaired, e.g., under the influence of alcohol, drugs or any other substance, or if you're overly tired.

#### ***The three basic rights of all workers are to:***

1. Know about all hazards that exist or may exist in the workplace
  2. Participate in the health and safety program at the workplace
  3. Refuse Unsafe Work: do not carry out any work process that would create undue hazard. Refer to [BCIT OHS Policy 7150](#) and [SSEM OHS ShareSpace](#) for proper procedures on refusing unsafe work.
- Familiarized with locations of emergency eyewash station applicable.
  - Familiarized with locations of emergency shower station, if applicable.

**Step 6) Joint Occupational Health and Safety Committee**

[Meetings](#) occur every month on: *Click here to enter the day of the month*

Location(s) of JOSHC Committee Bulletin Board (physical boards and [digital](#)):

- Know [Area representative name and contact information](#).
- Know [Alternative area representative name and contact information](#).

**Step 7) Department (Safety) Meetings**

Weekly/monthly meetings are:  N/A

Meeting location:  N/A

**Step 8) Policies**

Policies are located on the [BCIT - Policies](#) website.

Reviewed the following safety related policies and procedures:

- |  |   |
|--|---|
| <input type="checkbox"/> <a href="#">7100-Safety and Security</a>              | <input type="checkbox"/> <a href="#">7150-PR1-Matrix of Responsibilities</a>    |
| <input type="checkbox"/> <a href="#">7100-PR-Fire Prevention/Preparedness</a>  | <input type="checkbox"/> <a href="#">7150-PR4-Smoking Location</a>              |
| <input type="checkbox"/> <a href="#">7110-Emergency Management</a>             | <input type="checkbox"/> <a href="#">7150-PR5-Workplace Violence Prevention</a> |
| <input type="checkbox"/> <a href="#">7150-Occupational Health &amp; Safety</a> | <input type="checkbox"/> <a href="#">7200-Cannabis Use</a>                      |

**Step 9) Department Specific Procedures**

- Reviewed general health and safety related rules and procedures.
- Reviewed all personal protective equipment (PPE) used in area (please list):  N/A
- Reviewed applicable BCIT COVID-19 Go-Forward Plan.  N/A
- Reviewed applicable COVID-19 Safety Plan.  N/A
- Reviewed applicable COVID-19 control measure checklist(s).  N/A
- For more BCIT COVID-19 resources, e.g., templates, visit: [OHS ShareSpace](#)
- Completed [Pandemic Exposure Control Plan Summary](#) online training.  N/A
- Reviewed applicable COVID-19 safe work procedures, including room/area  N/A cleaning or task management.

## Step 9) Department Specific Procedures – Continued

*Fire alarm and Emergency Evacuation:*

- Locations of fire extinguishers and fire alarms.
- Locations of appropriate emergency evacuation route, indicate secondary evacuation route.
- Assembly points know your area. [Maps](#)
- The fire warden for your area.

More information on [BCIT Fire Safety Program](#).

Received instruction and demonstration on area specific work procedures.

Ensure the applied items are reviewed and checked.

- Know the **hazardous materials** used in your area. N/A
- Completed [online WHMIS training](#).  
([Employee Login Instructions](#).)
- Methods on **hazardous materials** exposure prevention (controls) i.e., ventilation. N/A
- Location, purpose, and significance of Safety Data Sheet (SDS). N/A
- Location, purpose, and significance of Safety Data Sheet (SDS). N/A

*Emergency spill response procedure and spill kits:*

- Know location of the spill kits. N/A
- Received training on how to clean up a spill.

*Asbestos Management:*

- Known sources of asbestos in your area. [Facilities](#) and [OHS](#) if you have questions. N/A
- More info: [Asbestos Management](#)

*Biosafety - Containment Level 2 Laboratories*

- Completed CL 2 laboratory specific orientation N/A
    - Biotechnology CL 2 Lab Orientation Checklist
- Medical Laboratory Sciences CL 2 Lab Orientation Checklist

*Hearing Conservation:*

- Have a hearing test Know your exposure. N/A
- Use proper PPE.

*Biosafety - Containment Level 2 Laboratories*

- Completed CL 2 laboratory specific orientation N/A
    - Biotechnology CL 2 Lab Orientation Checklist
- Medical Laboratory Sciences CL 2 Lab Orientation Checklist

*Hearing Conservation:*

- Have a hearing test Know your exposure. N/A
- Use proper PPE.

*Ergonomics and Musculoskeletal Injury Prevention:*

- Setup proper workstation via [Ergonomics at BCIT](#) resource. N/A
- Learn manual lifting techniques via [Ergonomics at BCIT](#) resource.
- Completed the [Musculoskeletal Injury \(MSI\) Prevention Course](#).

### Step 9) Department Specific Procedures – Continued

#### *Working Alone:*

- Establish a communication plan to check in with responsible personnel in at certain intervals.

N/A

More info: [Working Alone or Isolation](#).

BCIT SSEM offers [Safe Walk Program](#) to staff, students, and visitors.

#### *Contractor Safety Management:*

N/A

- Know the contractor liaison for your area.

- Completed Contractor Safety Management Training as outlined in [Contractor Safety Management Program](#).

#### *Supervisors and Managers*

N/A

- Completed the [Supervisor OHS Skills course](#) that is required by all supervisors and managers.

### Step 10) Other Applicable Safety Procedures or Considerations

- Reviewed any other applicable department or position specific safety procedures of considerations, e.g., equipment/machinery safe operating procedures, lockout procedures, fall protection plans, etc. List here:

## Questions?

If you have any questions about the information requested in this form or about the information to be covered with your supervisor, please contact BCIT Safety, Security and Emergency Management at: <https://www.bcit.ca/safety-security/>

### Step 11) Form Completion and Submission

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

#### *Submission*

Once signed, please save and submit this form to the **Checklist Dropbox** in the **Employee OHS Orientation online course**. Your submission will remain on file as a record of your completion.

Please follow the same submission procedures for any future checklists you may be required to submit, due to changes in your work situation.