

Step 1) Instructions for Employees

You must complete this checklist with your supervisor or designate for site-specific orientation if:

- You are a new or current employee and have completed the online portion of [Employee OHS Orientation](#) (in the BCIT Employee Learning Centre), or
- You are starting a new position or in a new area with different hazards as your previous one, or
- You are returning from an extended leave of absence, 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.



Course Home



Content



Checklist Drop...

Step 2) Instructions for Supervisors or Designates

- Introduce the employee to the designate for site-specific orientation, if applicable.
- Encourage the employee to ask questions.
- Ensure all blank areas are complete.
- Provide employees with as much detail as possible.
- Sign and date the bottom of the form when completed (Save it as PDF to make signing easier).

Your employee is required to upload a copy of the completed checklist to the Checklist Dropbox in their Employee OHS Orientation course on the Employee Learning Centre.

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

Step 3) Employee Information

Name: _____ BCIT ID#: _____

Site-specific Orientation Date: _____

Position: _____ *Position Start Date:* _____

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 have 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](#) (optional but recommended).
- [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 an online [Report of Injury/Illness/Exposure – Staff](#) in BCIT IRIS (Incident Reporting Information System). For severe injuries, call 911 immediately and contact Security (who will call First Aid), who are available to attend the scene. After the injuries have been dealt with, report to your supervisor and then report the incident through BCIT's online.
- ☐ Report hazards to your supervisor and complete an online [Unsafe Condition/Act Report](#) in [IRIS](#).
- ☐ Employees who have experienced or witnessed workplace violence (i.e. threatening or abusive behaviour) should report the incident to their Supervisor/Manager immediately and complete the online [Unsafe Condition/Act Report](#) in [IRIS](#).
- ☐ Report all close calls (near-misses) to your supervisor and complete online [Close Call \(Near Miss\) Report](#) in BCIT [IRIS](#).
- ☐ Links to key resources: [WorkSafeBC OHS Regulation](#), [Workers Compensation Act](#), [WorkSafeBC website](#).

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 manage 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 effectively managed, 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.
- Always follow safe work procedures and act safely in the workplace.
- Ask for training if you are 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 are 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 conduct any work process that would create undue hazard. Refer to [BCIT OHS Policy 7150](#) and [SSEM HSE SharePoint](#) for proper procedures on refusing unsafe work.

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:

- | | |
|--|--|
| ☐ <u>7100 Safety and Security</u> | ☐ <u>7150 PR1 Matrix of Responsibilities</u> |
| ☐ <u>7100 PR3 Fire Prevention/Preparedness</u> | ☐ <u>7150 PR4 Smoking Location</u> |
| ☐ <u>7103 Sexualized Violence</u> | ☐ <u>7150 PR5 Workplace Violence Prevention</u> |
| ☐ <u>7103 PR1 Response to Sexualized Violence</u> | ☐ <u>7200 Cannabis Use</u> |
| ☐ <u>7110 Emergency Management</u> | ☐ <u>7504 Liquor Consumption on Campus</u> |
| ☐ <u>7150 Occupational Health & Safety</u> | ☐ <u>7504 PR1 Liquor Consumption on Campus</u> |

Step 9) Department Specific Procedures

- ☐ Reviewed general health and safety related rules and procedures. ☐ N/A
- ☐ Reviewed all personal protective equipment (PPE) used in area (please list): ☐ N/A
- ☐ Completed the Respect in the Workplace online training.
- ☐ Completed the Employee OHS Orientation content and quizzes in online training.
- ☐ Reviewed BCIT Communicable Disease Prevention Plan. ☐ N/A

Fire alarm and Emergency Evacuation:

- ☐ Locations of fire extinguishers and fire alarms. (Refer to the posted evacuation wall plaque in your area).
- ☐ Locations of appropriate emergency evacuation route, indicate secondary evacuation route. (Refer to the posted evacuation wall plaque in your area).
- ☐ Assembly points know your area. Maps
- ☐ Know the fire warden for your area. (if you want to know more about the Fire Warden Program, and who the current fire warden is for your area, contact BCIT Emergency_Management@bcit.ca).

Refer to the BCIT Fire Safety Program and Fire Safety ShareSpace page for more information.

Review the applicable Emergency Response Guide.

- ☐ Received instruction and demonstration on area-specific work procedures related to the Emergency Response Guide.

Note: For information contact Emergency Management directly at emergency_management@bcit.ca.

Hazardous Materials:

- ☐ Know the **hazardous materials** used in your area.
- ☐ Completed WHMIS in Offices in the Employee OHS Orientation Course and the WHMIS Risk Assessment.



Employee OHS Orientation Checklist

- | | |
|--|------------------------------|
| ☐ WHMIS for Non-Office Areas (if applicable per the WHMIS Risk Assessment). | ☐ N/A |
| ☐ Methods on hazardous materials exposure prevention (controls), i.e., ventilation. | ☐ N/A |
| ☐ Location, purpose, and significance of Safety Data Sheet (SDS). | ☐ N/A |
| ☐ Familiarized with locations of emergency eyewash station, if applicable. | ☐ N/A |
| ☐ Familiarized with locations of emergency shower station, if applicable. | ☐ N/A |

Emergency Spill Response Procedure and Spill Kits:

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

Asbestos Management:

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| ☐ Known sources of asbestos in your area. Facilities and HSE if you have questions.
More info: Asbestos Management . | ☐ N/A |
|--|------------------------------|

Biosafety - Containment Level 2 Laboratories:

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|--|------------------------------|
| ☐ Completed CL2 laboratory-specific orientation. | ☐ N/A |
| • Biotechnology CL 2 Lab Orientation Checklist
OR | |
| • Medical Laboratory Sciences CL 2 Lab Orientation Checklist | |

Hearing Conservation:

- | | |
|--|------------------------------|
| ☐ Have a hearing test (Know your exposure). | ☐ N/A |
| ☐ Use proper PPE. | ☐ N/A |

Ergonomics and Musculoskeletal Injury Prevention:

- | | |
|---|------------------------------|
| ☐ Setup workstation properly via Ergonomics at BCIT resource. | ☐ N/A |
| ☐ Learned manual lifting techniques via Ergonomics at BCIT resource. | ☐ N/A |
| ☐ Ergonomic self-assessment has been completed. | ☐ N/A |

Working Alone or in Isolation:

- | | |
|---|------------------------------|
| ☐ Know the department/job-specific working alone check-in procedures and escalation response for missed check-ins. | ☐ N/A |
| ☐ Know the notification system being used for check-ins (BCIT Working Alone Notification Form , Aware 360 Program, etc.). | ☐ N/A |
| ☐ Has been added to the Aware 360 Program. | ☐ N/A |

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

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

Contractor Safety Management:

- | | |
|--|------------------------------|
| ☐ Know the contractor liaison for your area. | ☐ N/A |
| ☐ Completed Contractor Safety Management Training as outlined in Contractor Safety Management Program . | ☐ N/A |

Violence Prevention:

- | | |
|--|------------------------------|
| ☐ Completed specific department training. | ☐ N/A |
| ☐ Know the location of panic alarms and reviewed the panic alarm procedure. | ☐ N/A |
| ☐ Reviewed sexualized violence web page content. | ☐ N/A |



Employee OHS Orientation Checklist

Supervisors and Managers:

☐ N/A

- ☐ Completed the [Supervisor OHS Skills course](#) that is required by all supervisors and managers (after March 18, 2020).

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, forklift training certification, hoist training and certification, etc. List here:

Step 11) Other Applicable Online Safety Training

Depending on your work area, school, or department you may need to register for additional courses:

- ☐ [Biosafety Emergency Response Training for CL2 Labs](#)
- ☐ [Biosafety Awareness for Employees](#)
- ☐ [Confined Space Awareness](#)
- ☐ [Contractor Radiation Safety Training at BCIT](#)
- ☐ [EyeSafeBC Program – Admin Users](#)
- ☐ [First Aid Attendant Orientation](#)
- ☐ [Fit Tester Training](#)
- ☐ [Hazardous Building Material Awareness](#) (Asbestos & Lead)
- ☐ [Ladder Safety](#)
- ☐ [Mould Awareness](#)
- ☐ [Noise Control and Hearing Conservation](#)
- ☐ [Respirator Use](#)
- ☐ [Transportation of Dangerous Goods \(TDG\) All Classes](#)
- ☐ [Violence Prevention – Violence in the Workplace](#) *Staff will receive this training in the Employee OHS Orientation course if hired after February 28, 2023.
- ☐ [Working Alone Procedures and Aware 360 Programs](#)

Your supervisor/manager must email ssemhse@bcit.ca to request access for you.

For more information on HSE education and training for specific audiences please refer to the [Training Matrix on SharePoint](#).

Step 12) Review Applicable Safety Programs

Depending on your work area, school, or department you may need to review applicable injury and exposure prevention programs. The following programs are available to all staff in [SharePoint](#):

- ☐ [Asbestos Management Program](#)
- ☐ [Confined Space Program](#)
- ☐ [Contractor Safety](#)
- ☐ [De-energization and Lock Out](#)
- ☐ [Ergonomics Program](#)
- ☐ [Fall Protection Program](#)
- ☐ [First Aid Program](#)
- ☐ [Hazardous Product Program](#)
- ☐ [Heat/Cold Stress Program](#)



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- ☐ [Incident Reporting and Investigation Program](#)
- ☐ [Indoor Environment Quality Assessment Program](#)
- ☐ [Ladder Safety Program](#)
- ☐ [Lead Management Program](#)
- ☐ [Mobile Equipment and Fleet Vehicles Program](#)
- ☐ [Noise Control and Hearing Protection Program](#)
- ☐ [Radiation Safety Program](#)
- ☐ [Respiratory Protection Program](#)
- ☐ [Spill Management Program](#)
- ☐ [Workplace Inspection Program](#)
- ☐ [Working Alone Program](#)

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 12) Form Completion and Submission

Employee Signature

Date

Supervisor (or Designate) 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 required due to changes in your work situation.