

## Step 1) Instructions for Employees

This checklist must be completed 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.



## 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 completed
- 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'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](#) (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 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 attended to, 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](#).
  - 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 HSE ShareSpace](#) 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](#).



# Employee OHS Orientation Checklist

## 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:

- [7100-Safety and Security](#)
- [7150-PR1-Matrix of Responsibilities](#)
- [7100-PR-Fire Prevention/Preparedness](#)
- [7150-PR4-Smoking Location](#)
- [7110-Emergency Management](#)
- [7150-PR5-Workplace Violence Prevention](#)
- [7150-Occupational Health & Safety](#)
- [7200-Cannabis Use](#)

## 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](mailto: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](mailto: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](#)
- [WHMIS for Non-Office Areas](#) (if applicable per the WHMIS Risk Assessment)  N/A
  - [\(Employee Login Instructions.\)](#)
- Methods on **hazardous materials** exposure prevention (controls), i.e., ventilation.  N/A
- Location, purpose, and significance of Safety Data Sheet (SDS).  N/A
- 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:*

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



# Employee OHS Orientation Checklist

## Step 9) Department Specific Procedures – Continued

### Asbestos Management:

- 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:

- Completed CL2 laboratory-specific orientation
  - [Biotechnology CL 2 Lab Orientation Checklist](#)  
OR
  - [Medical Laboratory Sciences CL 2 Lab Orientation Checklist](#)

N/A

### Hearing Conservation:

- Have a hearing test (Know your exposure).
- Use proper PPE.

N/A

N/A

### Ergonomics and Musculoskeletal Injury Prevention:

- Setup workstation properly via [Ergonomics at BCIT](#) resource.
- Learned manual lifting techniques via [Ergonomics at BCIT](#) resource.

### Working Alone or in Isolation:

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

N/A

N/A

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

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

### Contractor Safety Management:

- Know the contractor liaison for your area.
- Completed Contractor Safety Management Training as outlined in [Contractor Safety Management Program](#).

N/A

### Supervisors and Managers:

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

N/A

## 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, fork lift 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 be registered for some of the following



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courses:

- [Asbestos Program and Exposure Control Plan](#)
- [Biosafety Emergency Response Training for CL2 Labs](#)
- [Confined Space Awareness](#)
- [Contractor Radiation Safety Training at BCIT](#)
- Electrical Safety (in development)
- [EyeSafeBC Program – Admin Users](#)
- [First Aid Attendant Orientation](#)
- [Fit Tester Training](#)
- [Ladder Safety](#)
- [Mould Awareness](#)
- [Noise Control and Hearing Conservation](#)
- [Lock Out](#) (in development)
- [Radiation Awareness Training](#) (in development)
- [Radiation Safety Officer Training](#) (in development)
- [Respirator Use](#)
- [Transportation of Dangerous Goods \(TDG\) All Classes](#)
- [Transportation of Dangerous Goods \(TDG\) Class 7](#) (in development)
- Vehicle and Mobile Equipment Use (in development)
- [Working Alone Procedures and Aware 360 Programs](#)

Your supervisor/manager must email [ssemhse@bcit.ca](mailto: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 ShareSpace](#).

## 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 you may be required to submit, due to changes in your work situation.