

Existing Employee Training

Employee Name

Date

Job Title

Department

Training Checklist

Supervision
Supervisor. _____ *Phone #.* _____

Rights and Responsibilities

Training and Supervision – safety orientation, training, instruction and direction specific to their workplace and tasks

General Duties of Workers – to take reasonable care to protect health and safety of yourself and others

Right to Refuse Unsafe Work – do not carry out any work process would create an undue hazard

General Workplace Hazards

Violent, threatening or abusive behaviour – Any person who is subject to or who witnesses an act of violent, threatening or abusive behaviour is expected to report the incident to a member of the Safety and Security Department, their immediate Supervisor, Manager, Associate-Dean, Dean or Director immediately.

OHS Programs

Asbestos Management – Supervisor to discuss asbestos control and use of Asbestos Management and Information Tool at BCIT.

Chemical Safety – The Workplace Hazardous Materials Information System provides information to all employees regarding hazards and safe handling requirements of chemicals (controlled products) in the workplace. All employees at BCIT are required to take WHMIS training.

Personal Protective Equipment – Employees are required to be trained in the use of, and appropriately use all required personal protective equipment.

Working Alone – BCIT employees must not work alone or in isolation under conditions which present a risk of disabling injury, if the worker might not be able to secure assistance in the event of injury or other misfortune.

Reporting Injuries and Incidents
Report all work related injuries, no matter how minor, to a BCIT First Aid Room and your immediate supervisor.

Emergency Procedures

Fire - Exit quickly and calmly from the nearest exit (show exits), move away from the building and check in with your supervisor at the Designated Assembly Area for the building.

Earthquake - During an earthquake, take cover under sturdy furniture and hold on. If it is safe, stay where you are. Emergency Response Personnel will advise you further.

Health and Safety Committees

Meet monthly, participate in area safety inspections, and review Incident/ Accident investigations. They react to health and safety concerns as they are brought up and are responsible for making recommendations to improve the Occupational Health and Safety Program at BCIT.

Area and Task Specific Training
See back of this form for Area and Task Specific Training

Area Specific Orientation and Training

Please use the space provided below to indicate the additional training that this employee requires for the work area and the work tasks that they will be involved in. Ensure to indicate where instruction and demonstration of a task has taken place. It is important to train and orient the new worker in safe work procedures and potential hazards that could be encountered while performing assigned work tasks or processes.

<input type="checkbox"/>	Area	Locations of Eye Wash Stations, Fire Protection Equipment, and Designated Assembly Area for the building.
<input type="checkbox"/>	Task	

Employee Signature

Date

Supervisor Signature

*****Once completed an electronic copy of this form is sent to the BCIT Safety Coordinator, a copy of the signed form is given to the employee and the signed original is sent dean/directors office*****