

# New Employee Orientation & Training

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Department

## Training Checklist

### **Supervision**

*Supervisor Name:* \_\_\_\_\_ *Phone :* \_\_\_\_\_

### **Rights and Responsibilities**

*Training and Supervision – safety orientation, training, instruction and direction specific to 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 (more information online or in Employee Safety Handbook).*

*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. (introduce new employee to members of the health and safety committee for their area)*

### **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 below to indicate the additional training that this employee requires for the work area and the tasks that they will be involved in. 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"/>	<b>Area</b>	Locations of Eye Wash Stations, Fire Protection Equipment, and Designated Assembly Area for the building.
<input type="checkbox"/>	<b>Task</b>	

\_\_\_\_\_  
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\*\****