

# **BCIT Safety Manual**

## **OCCUPATIONAL HEALTH AND SAFETY TRAINING AND ORIENTATION**

## Contents

1. Purpose .....	3
2. Definitions .....	3
New Workers .....	3
Young Worker .....	3
Supervisor .....	3
Hazard.....	3
3. Reference Materials .....	3
4. Roles & Responsibilities .....	3
4.1 Employees.....	4
4.2 Students.....	4
4.3 Supervisors.....	4
4.4 Instructors and Related Staff with Supervisory Functions .....	4
4.5 Health & Safety Committees .....	5
4.6 Human Resources .....	5
4.7 Contractors.....	5
4.8 Occupational Health & Safety (OHS) Group .....	5
5. Procedures .....	5
<i>Occupational Health and Safety Employee Handbook</i> .....	5
<i>Initial Safety Training</i> .....	6
<i>Probationary Period Training</i> .....	6
5.1 Students.....	7
Student Services will provide BCIT students with the Health and Safety Student Handbook during orientation. ....	7
5.2 Supervisors.....	7
6. Documentation .....	7
7. Program Review .....	7
Appendix A- Occupational Health & Safety Employee Handbook.....	8
Appendix B- Health & Safety Student Handbook.....	9
Appendix C- Employee Orientation & Training Form .....	10
Appendix D- Course-Specific Safety Training Form.....	13

## 1. Purpose

This procedure outlines the process and associated responsibilities for ensuring that all BCIT Employees, including new and young workers and students are appropriately oriented and trained with respect to safety at BCIT.

## 2. Definitions

### ***New Workers***

Any worker who is

- (a) new to the workplace,
- (b) returning to the workplace where the hazards in that workplace have changed during the worker's absence,
- (c) affected by a change in the hazards of a workplace, or
- (d) relocated to a new workplace if the hazards in that workplace are different from the hazards in the worker's previous workplace.

### ***Young Worker***

Any worker who is under 25 years of age.

### ***Supervisor***

A person who instructs, directs and controls workers or students in the performance of their duties.

### ***Hazard***

A condition that may expose a person to a risk of injury or occupational disease.

## 3. Reference Materials

BCIT Safety Manual Part 2 Section 15 – Contractor Safety BCIT Safety Manual Part 2 Section 21 – Safe Work Procedures

BCIT Safety Manual Part 3 Section 36 – WHMIS

WorkSafeBC [Worker's Compensation Act Part 3 Division 3](#) - General Duties of Employers, Workers and Others

OHS Regulation Part 3.23: Young or New Worker Orientation & Training

## 4. Roles & Responsibilities

A flow chart of the training responsibilities at BCIT can be found in appendix A.

## ***4.1 Employees***

All BCIT employees must take reasonable care to protect their health and safety and the health and safety of others who may be affected by their acts or omissions at work. Employees must ensure that they attend the training and education programs that are provided and that they are aware of, and follow the established work procedures in their area and for their tasks.

Employees must not carry out any work process or operate any tool, appliance or equipment if they have any reasonable cause to believe that to do so would create an undue hazard to the health and safety of any person. Employees must immediately report such circumstances to their supervisor.

## ***4.2 Students***

All students at BCIT must take reasonable care to protect their health and safety and the health and safety of others who may be affected by their acts or omissions while at BCIT. Students must ensure that they attend the training and education programs that are provided and that they are aware of, and follow, the instructions of their instructors or others working in a supervisory role.

Students must not carry out any tasks if they have any reasonable cause to believe that to do so would create an undue hazard to the health and safety of any person. Students must immediately report such circumstances to their instructor or the person assigned to oversee the lab, class, or field activity.

## ***4.3 Supervisors***

Supervisors are required to ensure the health and safety of all employees/students under their direct supervision. This includes providing employees with the information, instruction, training and supervision necessary to ensure their health and safety and to ensure the health and safety of others at the workplace.

The direct supervisors responsible for ensuring that the employees under their supervision have received, read, and understood the Occupational Health and Safety Handbook, completed the New Employee Training and Orientation Form, participated in the BCIT New Employee Orientation, fulfilled WHMIS training requirements and completed any additional department- or job-specific training.

Supervisors must ensure a safe work environment for employees. They must also ensure that updated training is provided to employees as necessary or when requested by the employee, as appropriate.

## ***4.4 Instructors and Related Staff with Supervisory Functions***

Instructors are required to ensure the health and safety of all students under their direct supervision. This includes providing students the information, instruction, training and supervision necessary to ensure their health and safety in carrying out their tasks and to ensure the health and safety of others at BCIT.

Instructors are responsible for ensuring that students under their supervision complete the course-specific training when applicable as described in section 5 of this procedure. In addition, instructors are responsible for ensuring a safe work environment for students and creating and updating safe work procedures for their students following the guidelines that are outlined in the BCIT Safety

#### **4.5 Health & Safety Committees**

The Advisory Health and Safety Committees at the Burnaby Campus, and the Joint Health and Safety Committees at the satellite campuses are responsible for reviewing this procedure and ensuring that managers and supervisors in their area are aware of, and abide by the BCIT OHS Training & Orientation Procedures.

#### **4.6 Human Resources**

Human Resources will ensure that the ‘Occupational Health and Safety Employee Handbook’ is provided to all incoming employees in the new employee package. HR will also ensure that Supervisors and Managers are aware of the requirement of the appropriate training and orientation required for the individual during the probationary period (included in the New Employee Checklist).

#### **4.7 Contractors**

Each contractor shall designate a representative to attend the orientation meeting and ensure that their employees are oriented as required (see BCIT Safety Manual Part 2 Section 15 – Contractor Safety and the requirements of the [Worker’s Compensation Act Part 3 Division 3](#)). The BCIT employee who holds the contract with a contractor (BCIT Contractor Liaison) is responsible for ensuring that the BCIT Contractor Safety program is followed.

#### **4.8 Occupational Health & Safety (OHS) Group**

The OHS group is responsible for coordinating the OHS Training & Orientation Procedures at BCIT. The OHS group regularly reviews the program, in consultation with the BCIT Joint OHS Committees, to ensure that regulatory requirements are being met in the training and supervision of BCIT employees.

It is also a responsibility of the OHS group to act as a resource for supervisors and occupational health and safety committees in the development of departmental training documentation and procedures.

### **5. Procedures**

These procedures outline the orientation and training requirements for Employees, including New Employees and those who have changed roles.

#### ***Occupational Health and Safety Employee Handbook***

The Occupational Health and Safety Employee Handbook (**Appendix B**) will be included in all new employee packages from Human Resources. The Occupational Health and Safety Employee Handbook will be available at the offices of Safety, Security and Emergency Management and Human Resources. The Occupational Health and Safety Employee Handbook contains information for employees regarding a wide range of Institute safety issues and employee rights and responsibilities per WorkSafeBC regulations. Specific headings in the employee handbook include:

- Employee Rights and Responsibilities
- General Hazards of the Workplace
- Violence in the Workplace
- First Aid / Incident Reporting
- Institute Health and Safety Rules
- Working Alone or in Isolation
- Personal Protective Equipment
- Emergency Procedures

- WHMIS
- Asbestos management program
- Health and Safety Committees
- Environmental Tobacco Smoke

### ***Initial Safety Training***

On the first day of employment at BCIT, it is the supervisor's responsibility to familiarize the employee with the information found on the New Employee Orientation and Training form (***Appendix D***). This form guides the supervisor through the necessary elements of new employee training as outlined in the Occupational Health and Safety Employee Handbook and applicable WorkSafeBC legislation. This form also gives space for the supervisor to indicate what area-, and task- specific safety training is required, and provided to the employee.

The employee, with their supervisor, shall complete and submit a copy of the New Employee Training and Orientation Form to HR using the online form. This form will be maintained by the employee's supervisor in the employee's personnel file.

All current employees who have not yet completed the BCIT Training and Orientation form are required to complete both the New Employee Orientation & Training form (facilitated by their direct supervisor) and the on-line WHMIS training program. The direct supervisor shall submit a copy of the Employee Orientation and Training form to HR.

If a BCIT employee changes roles within the organization, the employee is required to complete the New Employee Training and Orientation form. However, only the parts of the form that reflects the changes to the new position or workplace need to be completed.

### ***Probationary Period Training***

As a part of the overall probationary period for all employees, it is the Institute's requirement that New Employees participate in the BCIT New Employee Orientation session, and computer-based Workplace Hazardous Materials Information System (WHMIS) training as outlined below.

### ***BCIT New Employee Orientation Session***

The new employee must take part in the BCIT New Hire Orientation session. The session includes discussions of the emergency phones, safe-walk program, assembly points, emergency depots, First Aid and Medical Services, in addition to the several other mandatory elements of training and orientation per WorkSafeBC. Attendance of the session is taken and entered into the data management system by Human Resources.

### ***WHMIS (Workplace Hazardous Materials Information System)***

All new employees are responsible for completing the web-based WHMIS training program as outlined in Part 3- Section 36 of the BCIT Safety Manual. Employees should access this course through the instructions at the BCIT Safety, Security & Emergency Management Website.

### ***Additional Training***

If additional training is required, a BCIT employee may contact the OHS Group to schedule a time.

## **5.1 Students**

Student Services will provide BCIT students with the Health and Safety Student Handbook during orientation.

## **5.2 Supervisors**

When a new employee is hired, or changes positions and is now reporting to the supervisor, the supervisor should set up a meeting with the employee to go over the Employee Orientation & Training Form (Appendix C). After completing the checklist requirements and signing off, the supervisor should keep a copy of the signed form for training records.

## **6. Documentation**

Chief Instructors are responsible for maintaining training records for students in their area. Supervisors are responsible for maintain records for employees in their area. Records of training and orientation must be maintained following the BCIT Policy 6701 – Records Management.

## **7. Program Review**

The training and orientation procedures must be reviewed annually for the following:

- The effectiveness of overall orientation and training mechanisms
- The documentation control for training of new employees and students

The annual review will be done in consultation with the Joint Health and Safety Committee.

# Appendix A- Occupational Health & Safety Employee Handbook

[http://www.bcit.ca/files/safetyandsecurity/pdf/oh\\_s\\_employee\\_handbook.pdf](http://www.bcit.ca/files/safetyandsecurity/pdf/oh_s_employee_handbook.pdf)



# Appendix B- Health & Safety Student Handbook

[http://www.bcit.ca/files/safetyandsecurity/pdf/oh\\_s\\_student\\_handbook.pdf](http://www.bcit.ca/files/safetyandsecurity/pdf/oh_s_student_handbook.pdf)

# Appendix C- Employee Orientation & Training Form

## **EMPLOYEE TRAINING & ORIENTATION FORM**

Issued: January 2008  
Revision: October 2014

Safety, Security and Emergency Management

\_\_\_\_\_  
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 Safety Security & Emergency Management, 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 BCIT First Aid 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 TRAINING & ORIENTATION

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"/>	<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 Name (Print)

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

# Appendix D- Course-Specific Safety Training Form

## COURSE SPECIFIC SAFETY TRAINING FORM

It is important to train and orient the students in safe work procedures and potential hazards that could be encountered while performing assigned work tasks or processes. Examples include the use of specific tools and personal protective equipment. It is also the instructor's responsibility to determine whether the students need to take the BCIT online WHMIS training.

### Training Checklist

Please use the space below to indicate the training that these students receive for the area and work tasks. Be sure to indicate where instruction and demonstration of a task has taken place.

<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>General</b>	<p><b>Training and Supervision</b> – Provide safety orientation, training, instruction and direction for area and tasks as follows.</p> <ul style="list-style-type: none"> <li>▪ <b>General Duties</b> – Take reasonable care to protect health and safety of yourself and others.</li> <li>▪ <b>Right to Refuse Unsafe Work</b> – Do not carry out any work process that would create an undue hazard.</li> <li>▪ <b>Injury/Accident Reporting</b> – Report all work related injuries, no matter how minor, to a BCIT First Aid Room and your immediate supervisor/instructor.</li> <li>▪ <b>Fire</b> – 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.</li> <li>▪ <b>Earthquake</b> – 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.</li> <li>▪ <b>Violent, threatening or abusive behavior</b> – Any person who is subject to or witnesses an act of violent, threatening, or abusive behavior is expected to report the incident immediately to a member of the Safety and Security Department, their immediate Supervisor, Manager, Associate Dean, Dean or Director.</li> <li>▪ <b>Worker/Student Responsibilities</b> -- Not to engage in horseplay or similar conduct that would endanger the worker or any other person. Report to the Instructor the absence of or any defect in any protective equipment, device or clothing, or the existence of any other hazard that the worker/student considers is likely to endanger the worker or any other person.</li> <li>▪ <b>Known Hazards</b> – Instructor to discuss situations that are known to occur in the area.</li> <li>▪ <b>Asbestos Management</b> – Instructor to discuss asbestos control and use of Asbestos Management and Information Tool at BCIT.</li> </ul>
<input type="checkbox"/>	<b>Task</b>	

## COURSE INFORMATION

\_\_\_\_\_  
Instructor Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Class Number & Title

\_\_\_\_\_  
Department

*Please have students sign the form to indicate that they have participated in this training.*

PRINT NAME	SIGNATURE

***\*\*Once completed this form is forwarded to the chief instructor\*\****