



# COURSE SPECIFIC SAFETY TRAINING CHECKLIST

**Safety and Security**  
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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 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="radio"/>	<b>AREA</b>	Locations of Eye Wash Stations, Fire Protection Equipment, and Designated Assembly Area for the building
<input type="radio"/>	<b>GENERAL</b>	<p>Training and Supervision – 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="radio"/>	<b>TASK</b>	

