

### **Campus Safety**

**SITE-SPECIFIC ORIENTATION CHECKLIST**

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| **Name:** | **Start Date:** |
| **Job Description/Position:** | **Department:** |
| **Supervisor Name:** | **Phone:** |
| **Office Location (Building and Room Number) :** | |

**Supervisors are responsible for completing site-specific health and safety orientation checklists with all direct reports to address critical health and safety issues before they begin their normal job duties.**

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| **TOPIC** | **DESCRIPTION** | **DATE** |
| **University Policies, Standards, Procedures and Guidelines** | Review the [Environment, Health and Safety (EHS) Policy](http://www.uleth.ca/policy).  Review the [Environment, Health and Safety Management System (EHSMS)](https://www.uleth.ca/risk-and-safety-services/environment-health-safety-management-system)  Review the [Workplace Violence Policy](http://www.uleth.ca/policy).  Review the [Harassment and Discrimination Policy](http://www.uleth.ca/policy).  Review the [Working Alone guidelines](https://www.uleth.ca/risk-and-safety-services/working-alone-0), dept/unit specific procedures and the [uLethbridge Safe App Working Alone registration system](https://www.uleth.ca/security/working-alone).  Review other applicable University policies and information sources (e.g. [Facilities Work Requests](http://www.uleth.ca/facilities/maintenance/content/general-work-requests), [Contractor Safety Program](http://www.uleth.ca/risk-and-safety-services/contractor-safety), [Insurance and Risk Services](https://www.ulethbridge.ca/campus-safety/insurance-risk) webpages) |  |
| **OHS Legislation** | Locate Alberta OHS Act, Regulation, and Code – hard copy or [webpage.](https://www.alberta.ca/ohs-act-regulation-code.aspx)  Review all applicable health and safety legislation including the Alberta OHS Act, Regulation and Code, including *OHS Act, Part 1, “General Obligations”* of worksite parties (employer, supervisor, worker, etc.) |  |
| **Health and Safety Responsibilities** | Review the [Environment, Health and Safety Management System (EHSMS)](http://www.ucalgary.ca/safety/system/files/ohsms_responsibilities_all.pdf) [Responsibilities Summary](https://uleth.sharepoint.com/:b:/r/sites/SafetyServices/Leadership%20and%20Commitment/1_EHSMS%20Responsibilities%20Summary%20v2.pdf?csf=1&e=054IiJ). |  |
| **Worker’s Rights** | Review the worker’s [***right to refuse***](https://www.alberta.ca/refuse-dangerous-work.aspx)unsafe work (imminent danger).  Review the worker’s ***right to know*** about hazards in their workplace.  Review the worker’s ***right to participate*** in health and safety (e.g. hazard identification, assessment, and control, safety committees). |  |
| **Hazard Management (Identification, Assessment, and Control)** | Review the [Hazard Assessment](http://www.uleth.ca/risk-and-safety-services/hazard-management) (HA) process and identify location(s) where HA Forms are retained for the faculty/department.  Provide a copy and review the HA for the new employee’s job description.  Review the hazard controls identified in the HA, including: engineering controls, administrative controls, and Personal Protective Equipment (PPE) (if applicable).  Provide required PPE and training in the use, care, maintenance, and limitations of PPE (if applicable).  Tour the workplace to discuss hazards and associated controls.  Identify location of Safety Data Sheets (SDS) and relevant Workplace Hazardous Material Information System (WHMIS) information (if applicable)  Complete the University’s [hazard assessment training (online).](http://www.uleth.ca/risk-and-safety-services/training-0)  Review [Hazard Reporting](https://www.uleth.ca/risk-and-safety-services/hazard-reporting) guidelines and submission of [online Safety Reports](https://www.uleth.ca/campus-safety/safety-reporting). |  |
| **Safe Work Procedures** | Review the [Safety Services webpage](http://www.uleth.ca/risk-and-safety-services/content/safety-0) for applicable safe work practices, procedures, and programs (e.g. Hazardous Waste Disposal Procedures).  Review job-specific safe work procedures, standard operating procedures.  Review the [Lab Safety & Procedures Manual](http://www.uleth.ca/risk-and-safety-services/lab-and-chemical-safety-general) and [Safety Checklist for Lab Researchers](http://www.uleth.ca/risk-and-safety-services/sites/risk-and-safety-services/files/Safety%20Checklist%20for%20Laboratory%20Researchers_2018.02.08_0.pdf) (if applicable). |  |

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| **TOPIC** | **DESCRIPTION** | **DATE** |
| **Training** | Complete the online University’s Health and Safety Training and Orientation within the first week of employment *(under development)*  Review job-specific training requirements as well as any other training specified/identified in the HA. (e.g. generic and job-specific WHMIS, Fire Extinguisher training, lab rules, unattended experiments, radiation safety, laser safety, cryogen safety, etc.). See the [Safety Services Training webpage](http://www.uleth.ca/risk-and-safety-services/training-0) for more information. |  |
| **Emergency Preparedness** | Review the requirement to call 9-1-1 for life threatening emergencies and then call [Security Services](http://www.uleth.ca/security) at 403-329-2345.  Review the University’s [emergency instructions](https://www.uleth.ca/campus-safety/emergency-instructions) as well as those specific to the work area (e.g. lab-specific/experiment emergency procedures)  Identify [Campus Incident Response Team (CIRT)](https://www.uleth.ca/campus-safety/campus-incident-response-team-cirt) members for the work area.  Identify location(s) of:   * emergency exits * fire extinguishers * fire alarm pull stations * building evacuation Assembly Points * spill kit locations (if applicable) |  |
| **First Aid** | Review the University’s [First Aid Program](http://www.uleth.ca/risk-and-safety-services/first-aid-program) information. [Security Services](http://www.uleth.ca/security) provides First Responder first aid services (24/7) – call (403) 329-2345  Provide names and locations of departmental First Aiders (if applicable).  Identify location(s) of:   * first aid kits and supplies * emergency showers/eyewashes (if applicable) * the nearest Automated External Defibrillator (AED) |  |
| **Incident Reporting** | Review requirement to IMMEDIATELY report all work-related hazards and unsafe work practices, near-misses, accidents, incidents, and occupational illnesses to their Supervisor and submit an [online Safety Report](https://www.uleth.ca/campus-safety/safety-reporting) and if necessary, a report to the Worker’s Compensation Board (WCB).  Review the Safety Services webpage for information about [Incident Reporting](https://www.ulethbridge.ca/risk-and-safety-services/incident-reporting-investigation-0).  Review the Wellness department’s [webpage](http://www.ucalgary.ca/staffwellness/) regarding [WCB reporting](https://www.uleth.ca/hr/wellness/content/workers-compensation). |  |
| **UofL Safe App** | Download and install the [UofL Safe App](https://uleth.apparmor.com/clients/uleth.ca/) on your mobile device. |  |
| **Other Additional Topics**  (if applicable to the job or unit/department) |  |  |

## Employee’s Agreement:

**I have reviewed, understand and agree to implement, as required, all topics discussed in the Site-Specific Orientation.**

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Employee (print) Signature Date

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Supervisor (print) Signature Date

*Document Distribution:*

* Department/Unit Safety Manual
* Copy to Employee

Campus Safety – Safety Services; Site-specific Orientation Checklist v4.4; 09.05.2022