
### **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/%3Ab%3A/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)
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| **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)
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| **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