All employees and faculty members new to the University must receive appropriate training and orientation in the hazards of their work sites and the procedures that must be followed to safely perform their work. The University’s Safety Policy #7 requires that administrative heads of units ensure that all persons working or studying within their unit are trained in and follow all environmental and safety procedures. **Accident rates for new and young workers are significantly higher than for mature and experienced workers. In response to this reality, WorksafeBC has recently proclaimed an amendment to the Occupational Health and Safety Regulation, effective July 26, 2007, that requires training and orientation to be provided to a new employee before beginning new work.** The regulation further defines the workplace specific topics that must be addressed in the orientation program. For a copy of the new regulations please see the WorksafeBC website at:


Orientation training must be conducted at the worksite by the immediate supervisor or designate. Safety training involving hands-on demonstrations and introduction to specific workplace hazards and facilities are essential to ensure that the orientation is effective. The orientation must be documented and signed off by the worker and the training records kept for possible review by WorksafeBC inspectors or internal auditors.

Department or unit specific training and orientation may need to be supplemented by other safety courses. For instance, the University requires that employees and students pass an HSE course in Laboratory Radiation, Biosafety or Chemical Safety before working independently in these areas. Check the HSE website at [http://www.hse.ubc.ca/](http://www.hse.ubc.ca/) for a listing of course offerings. If a desired course is not listed, please contact HSE at 604 822-2029. Special arrangements may be possible.

HSE has developed Safety Orientation Guidelines that are intended to support departments in the development of their orientation program that meets their obligations and demonstrates due diligence in safety orientation and training activities. Please see the attached pages. The documents include a template Safety Training Record and a Personal Safety Checklist template for new workers to complete as part of their orientation. Note that hypertext links to background material are imbedded in the Word documents.

For clarification on this or related issues, please contact the Department of Health Safety and Environment 822-2029.
Safety Orientation Guidelines

Rights and responsibilities:
Under UBC Policy# 7 – Review the Safety Policy with the worker. Explain the roles and responsibilities of supervisors and workers, the requirements to observe all rules, be safety conscious, report accidents and hazards to their supervisor and support the safety committee. See policy at [http://www.universitycounsel.ubc.ca/policies/policy7.pdf](http://www.universitycounsel.ubc.ca/policies/policy7.pdf)

Under the WorksafeBC regulation – Explain under Regulation 3.12 the right and duty to refuse unsafe work and the work refusal process. The worker must also be told of the protection against discrimination under the WorkSafeBC legislation. The right to know the hazards of the work, and to participate in safety activities through the safety committee must also be explained.

Date  _______________  Instructor  Initials  __________  Worker  Initials  __________

Workplace Safety Rules
Train the worker in Departmental and University rules covering the work to be performed. Topics include working alone, restrictions on certain pieces of equipment, specific operating instructions, prohibition of eating in laboratories, and PPE required. These instructions should be in writing or on a departmental LAN or website. Safety rules should address all the hazards that may be encountered. This training should include hands-on demonstrations and require the worker to perform the tasks as part of the learning process.

Housekeeping should be addressed with instructions to keep aisles and exits clear. Access to emergency equipment such as fire extinguishers or emergency showers must be maintained at all times. Proper conduct is addressed with instruction that horseplay, threats, assaults and fighting are prohibited, as are practical jokes and unnecessary running. [Part 3 Division 3 (116)](http://www.universitycounsel.ubc.ca/policies/policy7.pdf)

Date  _______________  Instructor  Initials  __________  Worker  Initials  __________

Job hazards, including chemical hazards under WHMIS
Hazards from materials, work environment and equipment use, and work processes including ergonomic risks must fully explained. If working in proximity to hazardous materials is part of the workers duties then training must be provided in the Workplace Hazardous Material Information System. Training should include labeling information, MSDS access and the procedures for specific chemicals and processes including hazard controls and emergency procedures. Workers must be able to answer the following questions:
- What are the hazards of the materials in the workplace?
- How do you protect yourself?
- Where can you find hazard information?
- What do you do in an emergency?
If workers are in a location that involves contact with the public, they must advise of any risks that may arise including abusive behavior, robbery, and assault or possible confrontation.

Date  _______________  Instructor  Initials  __________  Worker  Initials  __________
Rules for working alone

If the work requires working alone or in isolation then the procedures for monitoring and summoning assistance must be fully explained and documented. The procedures must include a system for checking on the well being of the worker and establishing the time intervals for checking on the isolated worker.

In many Departments, restrictions are placed on the use of laboratories or workshop equipment after hours unless specific arrangements are made to have more than one person present and available to assist during any untoward instances.

Working alone may increase the risk to personal security. Procedures for minimizing these risks must be in place and fully explained to the worker.

Date
Instructor
Worker
Initials
Initials

Procedures to avoid violence in the workplace

If violence from clients or the public is a risk then the procedures to protect the workers from violence or assaults must be covered. Workers should be advised that “violence“ includes threatening statements, gestures to the individual or others as well as physical assault. Procedures for summoning assistance must covered. Any instances must be reported to the supervisor for investigation and possible remediation.

Workers must be advised of the University services available to reduce risks such as evening Safewalk services, shuttle buses to remote parking areas and blue light phones. See Campus Security website at http://www.security.ubc.ca/ for details.

This topic may be integrated with “working alone” or hazard of workplace” topics listed above.

Date
Instructor
Worker
Initials
Initials

Personal Protective Equipment rules

The use of personal protective equipment to protect against job hazards must be addressed including the rules of use, limitations, care and maintenance, and instruction to report any problems with such equipment for resolution. Workers should be properly fitted and be able to demonstrate the proper use of the equipment.

This may include clothing rules, footwear, and cold or wet weather clothing. Workers must be aware that the provision of PPE is the responsibility of the University. Inform the worker of the allowances available for protective footwear if it is required.

Date
Instructor
Worker
Initials
Initials
 initials
First Aid Services, Reporting injuries or illness
Inform the employee of the University first aid number (2-4444) for the Point Gray Campus, or appropriate numbers for other campus locations, name and location of local first aid attendant, if one is available. Procedure for reporting illness or injury to the supervisor must be covered include the requirement under Part 3 Section 317 to report any injuries as soon as possible preferably before leaving the worksite. The worker should understand that the University will report any injury or illness to WorkSafeBC.

Date                Instructor Initials  Worker Initials

Emergency Procedures
Describe to the employee the most likely emergency situations, and the appropriate emergency procedures. Location of fire alarms, extinguishers, safety showers and eyewashes, exit routes, assembly points, and civic addresses must be physically demonstrated.

Emergency procedures are published in the first pages of the University phone book. Hazardous material incidents must be covered with instructions to summon assistance before attempting any major spill clean up. Posted phone numbers with key departmental contacts must be a part of emergency procedure awareness. The new worker should complete the attached Personal Safety Checklist to document emergency response training.

Date                Instructor Initials  Worker Initials

Instructing the workers in their tasks
Every worker must be instructed in and be able to demonstrate the specific work tasks to be performed. The supervisor must observe the worker performing the task and determine that the worker is capable of working safely. As new tasks are assigned, additional training must be provided. The safety and maintenance requirements of equipment such as daily inspection before use and reporting of any equipment problems must be covered. Defective equipment is not to be used.

Date                Instructor Initials  Worker Initials

Introduce the department’s health and safety program
Introduce the worker to the departmental health and safety manual. Explain the departmental program including the departmental safety policy, safety training requirements, inspectional programs, accident investigations, the role of the safety committee, and the management systems in place to ensure a safe work place. Refer the worker to the HSE web site for further safety information www.hse.ubc.ca.

The names of the Safety Committee members and contact information must be provided.

Date                Instructor Initials  Worker Initials
Safety Training Record

Name: __________________________________ Start Date: ____________________________

Position: ________________________________

Supervisor:

Name______________________________

Phone #:________________________________

Department:_____________________________

Local Safety Comm. Rep.:____________________

Hazard Identification List

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Orientation Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Health, Safety & Environment Courses

- Chemical Safety Course
  - Required y/n?___ Date completed________
- Biological Safety Course
  - Required y/n?___ Date completed________
- Radioisotope Safety Course
  - Required y/n?___ Date completed________
- Occupational First Aid Level 1
  - Required y/n?___ Date completed________
- Transportation of Dangerous Goods
  - Required y/n?___ Date completed________
- Safety Committee Training
  - Required y/n?___ Date completed________
- Floor Warden Training
  - Required y/n?___ Date completed________
- WHMIS Training
  - Required y/n?___ Date completed________

Other Safety Related Course(s) __________________________________________________
Personal Safety Checklist

Name___________________ Dept. __________________ Date ______

In the event of an emergency, I should know the following information:
(i.e. Include all of the areas that you work in)

<table>
<thead>
<tr>
<th>Location of:</th>
<th>Fire Alarm</th>
<th>Fire Extinguishers</th>
<th>Fire Exits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Evacuation assembly point ______________________

The Personal Protective Equipment required for my work is:
Lab coat _____ Gloves _____ Gown _____ Fit Tested Respirator _____
Other __________________

In the event I come into contact with a hazardous material, the nearest Emergency Eyewash/Shower is located:
Room # ______ Location ______________________________________

The Material Safety Data Sheets are located:
Room # ______ Location ______________________________________

The Chemical Spill Kit is located:
Room # ______ Location ______________________________________

The Biological Spill Kit is located:
Room # ______ Location ______________________________________

The Safety Committee representative is: Name_________________
Room #_______ Phone #____________________

The Fire Floor Warden is: Name:____________________ Room#____
Phone#________________________

The First Aid Attendants for this area are: Name_________________
Room # ______ Phone #________________________

UBC Emergency Phone Numbers

<table>
<thead>
<tr>
<th>Police, Ambulance, Fire</th>
<th>Hazardous Materials Response</th>
<th>Campus Security</th>
</tr>
</thead>
<tbody>
<tr>
<td>______________________</td>
<td>__________________________</td>
<td>________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Local First Aid</th>
<th>Fire Dept. First Aid</th>
<th>Student Health Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>______________________</td>
<td>__________________</td>
<td>____________________</td>
</tr>
</tbody>
</table>

Department’s Civic Address__________________________________________