**Health and Safety Orientation checklist**

[INSERT ORGANIZATION LOGO HERE]

|  |  |
| --- | --- |
| Employee Name  (please print) |  |

**Safety Responsibilities of Employees**

I understand I am responsible for:

* Understanding workplace health and safety requirements
* Inspecting the workplace and equipment regularly and being alert for hazards
* Immediately reporting unsafe work practices and hazards to my manager
* Reporting accidents, near accidents, injuries, or illnesses immediately to my manager
* Following safe work practices and procedures
* Cooperating with others on matters relating to occupational health and safety
* Reading [ORGANIZATION]’s policies and procedures on occupational health and safety
* Reading the *Workers Compensation Act*, Section 22 (General duties of workers)

**Incident reporting and investigation**

An incident is defined as “an accident or other occurrence which resulted in or had the potential for causing an injury or occupational disease.” I understand I am responsible for:

* Reporting all incidents or near misses to my manager, regardless of severity
* Reporting my injury or illness to my manager
* Completing and submitting the WSBC Form 6A: Worker Report of Injury to [ORGANIZATION] if requested
* Assisting the investigation team as necessary

**Joint Occupational Health & Safety Committee and Worker Safety Representative**

All BC workplaces with 20 or more workers require a JOHS Committee; and those with 9-19 workers, a Worker Safety Representative. A JOHS Committee is a team of both managers and employees that monitor a workplace health and safety. I understand I am responsible for:

* Knowing who is on the JOHS Committee and where the meeting minutes are kept
* Knowing who is the Worker Safety Representative

**First Aid**

I understand I am responsible for:

* Knowing who is the First Aid Attendant and how to contact them
* Knowing where the First Aid room and/or supplies are located
* Calling 9-1-1 if there is an emergency and the First Aid Attendant is not available

**Emergency response and preparedness**

I understand I am responsible for:

* Understanding and following the Emergency Preparedness and Response Plan including emergency procedures
* Participating in emergency drills and emergency preparedness activities

**Working alone or in isolation**

I understand I am responsible for:

* Consulting with my manager, as necessary, to schedule work done in isolation and to maintain communication during these periods
* Using [ORGANIZATION]’s check-in procedures while working alone or in isolation

**violence in the workplace**

I understand I am responsible for:

* Knowing how to recognize the potential for violence
* Understanding and following the policies, procedures and work arrangements in place to minimize the risk to employees, including procedures for working alone
* Knowing how to appropriately respond to incidents of violence and how to obtain assistance
* Reporting all incidents of violence to my manager

**Bio-Hazardous materials**

I understand I am responsible for:

* Knowing the biohazards of the workplace
* Understanding and following the Exposure Control Plan
* Using and required personal protective equipment (PPE) as instructed
* Reporting any unsafe conditions or exposure incidents to my manager

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| --- | --- | --- | --- |
| Signature  (Manager) |  | Date |  |
| Signature  (Employee) |  | Date |  |