

OCCUPATIONAL HEALTH & SAFETY

ORIENTATION CHECKLIST FOR NEW OR TRANSFERRED EMPLOYEES

This Occupational Health & Safety Checklist is developed to assist new or transferred employees to understand the importance Olds College attaches to its Occupational Health & Safety Program.

Please initial and state the date each component is completed. If you have trouble completing the form, please ask your Occupational Health & Safety Committee representative, your supervisor or Human Resources.

Upon completion of the form, please submit it to Human Resources.

NAME _____ **DEPT.** _____

PHASE 1 (within 2 days)	Date	Initial
Read the Occupational Health & Safety Policy		
Able to locate relevant Health & Safety policies on the Olds College website		
Understand the right to refuse work		
Identify your OH&S Committee representative		
Read Emergency Procedures		
Understand use of 911 & 8225 numbers		
Find panic buttons and know how to use them		
Identify emergency exit routes from office & classroom		
Identify fire warden in your building/department		
Read Health & Safety Bulletin Board for your department		
Identify the first aider in your building/department		
Know location of first aid kit		
Find emergency eyewash & body wash station		

PHASE 2 (within 2 weeks)	Date	Initial
Attended new employee orientation		
Read the "X-treme Safety" or "Stayin' Alive" booklet for new employees		
Read WHMIS Policy		
Attended WHMIS generic training session (prior to using controlled product)		
Site specific WHMIS education		
Read Accident Reporting Policy		
Know use of Health & Safety Issue form		

PHASE 3 (within 8 weeks)	Date	Initial
Participate in job specific training (please specify)		
Site specific WHMIS training		
Personal Protective Equipment		
Respiratory Protection		
Hearing Protection		
Confined Space Entry		
Pesticide Code of Practice		
Electrical Hazards – Lock out/ Tag out Procedures		
Repetitive Strain Injuries		
Housekeeping		
Tool Safety		
Animal Safety		
Other (please list)		