



Part 2: Site Specific Safety Orientation Checklist

This checklist is designed to be completed once Part 1 of the New Worker Orientation Course has been completed.

Section 1: General Information:

Name of Worker	Job Title	Department/Faculty

Start Date at Location: _____

Date of Safety Orientation: _____

Reason for Orientation:

- New Hire
- Restart after absence
- Change of Job within UBC or relocation to new workplace

Name of Direct Supervisor/Manager	Name of Person Providing the Orientation



Section 2: Checklist

Bring this checklist to your supervisor and review all topics and document what you discuss under “Notes.” If the topic is not applicable mark “N/A” in the “Yes” column.

	Topic	✓Yes	Notes
a	Name and Contact Information for Supervisor I have been advised of my Supervisor’s name and contact information		
b	Joint Occupational Health and Safety Committee (JOHSC) I have been advised on how to contact the JOHSC, and have been made aware of a local worker representative on the committee. Know the website: http://safetycommittees.ubc.ca/		
c	Safety Program and Procedures I have been oriented to the UBC Occupational & Research Safety Policy SC1 and the departmental safety program elements and procedures.		
d	Workplace Health and Safety Rules I have been trained on the specific workplace safety rules related to my work/work area		
e	Worker’s Rights and Responsibilities I have been advised on my rights and responsibilities as a worker		
f	Potential Hazards of a Workplace I have been advised about the hazards that may be encountered while performing my work tasks.		
g	Workplace Hazardous Material Information System (WHMIS) I have completed Part 1 of this course and am familiar with WHMIS symbols but will not be working with chemicals OR I have completed the required WHMIS and other Hazard Identification Systems and/or the Chemical Safety Course because I am working with chemicals		
h	Personal Protective Equipment (PPE) (if applicable) I have received the appropriate orientation and training in the use and care of any PPE or clothing that is required to safely perform my work. Required PPE has been provided.		
i	Emergency Procedures I have been advised of the emergency situations that could occur and the procedures to follow.		
j	First Aid I know the number for first aid at my campus.		
k	Accident Incident Reporting and Investigation I am aware of the incident reporting system: CAIRS		
l	Violence in the Workplace I have been advised of any potential risk for violence in the workplace. I have completed the required Violence Prevention Training (for UBC Vancouver only).		
m	Bullying & Harassment (B&H) I have completed the required Preventing and Addressing Workplace Bullying and Harassment Training .		
n	Working Alone or in Isolation (if applicable) I have been trained on the policies and procedures to be followed for working alone or in isolation.		



Section 3: SRS Training Courses

UBC Safety & Risk Services offers a number of safety related courses to supplement the New Worker Safety Orientation. There are two other mandatory courses and numerous program specific courses (listed below). These courses can be found at <https://srs.ubc.ca/training-and-general-education-courses/>.

Training Courses	Required for Work		
	Yes	No	Date Completed
Mandatory:			
New Worker Safety Orientation	✓		
Preventing & Addressing Workplace Bullying & Harassment	✓		
Workplace Violence Prevention (UBC Vancouver Campus)	✓		
Privacy & Information Security Fundamentals Training Part 1	✓		
Privacy & Information Security Fundamentals Training Part 2	✓		
Mandatory for all Supervisors:			
Safety Supervision at UBC	✓		
Job Specific:			
Biological Safety Course			
Chemical Safety Course			
Floor Warden Training Course			
Introduction to Laboratory Safety Course			
Introduction to Laser Safety			
Radiation Safety Course			
Transportation of Dangerous Goods by Ground and Air			
Transportation of Dangerous Goods 6.2			
Accident/Incident Investigation Training Course			
Workplace Hazardous Material Information System (WHMIS) 2015 General Audience			
Other Courses:			
Active Shooter Preparedness Workshop			

Section 4: Signatures

The information detailed in section 2-3 and corresponding education and training was provided to the worker.

New Worker Signature

Orientation Provider Signature

Documented training records must be retained for all UBC workers.

These documents are generally retained in a central administration area or by the supervisor.