

New Worker Orientation Checklist

FOR HEALTH CARE AND SOCIAL SERVICES

WORK SAFE BC



Contact Information

Employee's Name and Position:	
Date of Orientation:	
Supervisor's Name:	
Phone:	Email:
Worker Health and Safety Representative's Name:	
Phone:	Email:
Union Steward:	
Phone:	Email:

If any of the following applies, complete and document a workplace orientation. Worker is:

- ♦ A new worker under 25 years old
- ♦ New to the workplace
- ♦ Returning to a workplace where hazards have changed during their absence
- ♦ Affected by a change in the hazards of the workplace
- ♦ Relocated to a new workplace with different hazards from the previous workplace

Orientation must be completed before a worker begins work at a workplace.

Employer Responsibilities

Your employer has the responsibility to:

- ☐ Ensure workers' health and safety
- ☐ Establish an occupational health and safety program (OHS Regulation 3.3)
- ☐ Inform workers of the hazards in their workplace
- ☐ Ensure that you are properly trained, educated and supervised to protect your health and safety
- ☐ Inspect the workplace to correct unsafe conditions
- ☐ Provide and maintain equipment and personal protective equipment
- ☐ Consult with the joint health and safety committee or worker health and safety representative and respond to their recommendations
- ☐ Provide first aid should you be injured
- ☐ Investigate reports of injury and disease, near-misses, and complaints of unsafe conditions

Note: Collective agreements for unionized workplaces may contain articles that exceed the requirements of the Workers Compensation Act and the Occupational Health and Safety Regulation. Ensure you obtain a copy of the OHS articles within your collective agreement.

Worker Rights

You have the right to:

- ☐ A safe work environment
- ☐ Health and safety information, instruction, and training
- ☐ Know the hazards to which you are likely to be exposed
- ☐ Equipment, including personal protective equipment (PPE)
- ☐ Be represented by and participate in health and safety activities
- ☐ Refuse unsafe work
- ☐ Not be discriminated against (i.e., fired or disciplined) for exercising any right or carrying out a health and safety responsibility (i.e., refusal of unsafe work, reporting a hazard or injury, or filing a claim)

New Worker Orientation Checklist *(cont.'d)*

FOR HEALTH CARE AND SOCIAL SERVICES

Worker Responsibilities

You have the responsibility to:

- ☐ Follow safe work procedures and safety rules
- ☐ Use protective clothing, devices, and equipment appropriately
- ☐ Report hazards and unsafe situations to your supervisor
 - ◆ In person
 - ◆ By phone or email
 - ◆ With a hazard/incident report form
- ☐ Refuse any task you believe poses undue risk of injury or disease
 - ◆ Immediately report the situation to your supervisor (you might be assigned to other work).
 - ◆ If you feel the work continues to be unsafe, contact your worker safety representative to investigate.
 - ◆ If you feel the work still continues to be unsafe and you have not been assigned to other work, contact WorkSafeBC for a determination.
- ☐ Cooperate with the joint committee and others working to improve health and safety
- ☐ Not engage in horseplay or work while impaired
- ☐ Report injuries or disease immediately to your supervisor and follow your company's reporting procedure
 - ◆ Seek first aid, and
 - ◆ If necessary, seek further medical attention. Tell your doctor that your injury was work related.

Emergency Procedures

First Aid:

- ☐ Know when to call first aid
- ☐ Demonstrated how to call for first aid
- ☐ Showed location of first aid room
- ☐ Identified the first aid attendant(s)

Fire:

- ☐ How to respond to fire or smoke
- ☐ Evacuation procedures

Chemical and Body Fluid Spills:

- ☐ Know when and how to alert help
- ☐ Demonstrated spill clean-up procedures and supplies

Other:

- ☐ Severe seasonal weather
- ☐ Natural disaster
- ☐ Power failure

Workplace Hazards, Safety Policies, Procedures, and Practices

Overexertion from patient and material handling (leading to back, shoulder, or arm injuries): <ul style="list-style-type: none"> <input type="checkbox"/> How to assess risk <input type="checkbox"/> Use of equipment <input type="checkbox"/> Safe handling techniques (including manual lifting restrictions) 	Falls (slipping and tripping): <ul style="list-style-type: none"> <input type="checkbox"/> High risk areas (hallways, bathrooms, parking lots, sidewalks, stairs) Working alone: <ul style="list-style-type: none"> <input type="checkbox"/> Check-in procedure 	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Exposures (including review of exposure control plan): <ul style="list-style-type: none"> <input type="checkbox"/> Blood and body fluids (BBF)/Infectious diseases (HIV/AIDS, HBV, HCV, TB, etc.) <ul style="list-style-type: none"> ◆ Standard precautions, incl. protective equipment, hand-washing ◆ Hepatitis B vaccination ◆ What to do if exposed to BBF (including getting to a hospital within 2 hours of being stuck by a needle) <input type="checkbox"/> Chemical hazards (cytotoxins, anesthetics, latex, cleaners) <ul style="list-style-type: none"> ◆ Safe practices to minimize exposure ◆ WHMIS symbols, labels, Material Safety Data Sheets <input type="checkbox"/> Radiation <ul style="list-style-type: none"> ◆ Sources ◆ Protective measures and monitoring 	Violence (the attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury to a worker, and includes <i>any threatening statement or behaviour</i> that gives a worker reasonable cause to believe that she or he is at risk of injury): <ul style="list-style-type: none"> <input type="checkbox"/> Informed of history of violence by client or at site <input type="checkbox"/> Procedures to minimize risk/respond to violent incidents <input type="checkbox"/> Provided information on accessing critical incident stress debriefing Other:	<p><i>Relevant demonstrations should be given during the orientation when reviewing this section.</i></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Documentation of a worker's orientation must be kept.

RESOURCES

- ◆ *Workers Compensation Act* Sections 115-124 (General Duties of Employers, Workers and Others)
- ◆ Occupational Health & Safety Regulation Sections 3.22-3.25 (Young or New Workers)
- ◆ Web sites: www.ohsah.bc.ca or WorkSafeBC.com.