

Instructions for Conducting a Safety Orientation for New Workers

The easiest and simplest method of orienting a new worker is to follow the checklist step by step. This set of instructions will provide guidance with each step. **This process must be completed prior to the employee commencing any work!** Many of the items on this checklist are also clarified on the NLC website in the safety section, nlc.bc.ca/safety/.

Once the form is completed it will require signatures from the new employee, the person providing the orientation and the new employee's supervisor. The completed checklist must then be forwarded to Human Resources for the HR Administrator's attention.

If the orientation is being conducted for a contractor then the completed form must be kept in the contractor file by the College representative responsible for supervising the contractor.

Section:

1. First aid – it is important that the new worker be informed of who the first aid attendants are and that s/he is responsible for reporting all injuries or illness that occur on the job or as a result of the job to first aid as soon as possible.
2. Summoning first aid and reporting injuries – all workers must be informed of the process of summoning first aid, how to report, and where the first aid facilities are located.
3. Personal Protective Equipment (PPE) – Northern Lights College has a PPE policy and all workers required to wear PPE for specific tasks or as a requirement for their job are expected to adhere to the requirements. Supervisors are expected to ensure the new workers are provided with the required PPE and applicable instructions for use. Workers must be advised how to report malfunctions, deficiencies and acquire replacement or repairs for defective PPE.
4. Emergency Wardens/Safety Reps – every worker should be aware of who is responsible for safety concerns in their section of the Campus. Often this duty is also adopted by the worker representatives on the safety committees.
5. Campus emergency response – all workers should be made aware of the campus specific emergency response plans. These plans are usually posted throughout the campuses and classrooms.
6. Incident and hazard reporting – it is important that all near misses are reported to the worker's supervisor and to the respective health & Safety Committee. There is a reporting form on the safety section of the NLC website. Any hazards experienced while completing tasks should be corrected where possible and reported to the supervisor as soon as possible.
7. Safety checklists – if the worker's task require in frequent operation of equipment there should be safety checklists provided for that equipment. A good example is the pre-operation vehicle checklist used when operating College vehicles.
8. Roles & responsibilities – the worker must be aware of what is required of him or her regarding safe practices within the College community. It is important that all College employees or associated contractors set a good example for all members of the community. All workers are expected to work safely and report all hazardous or hazardous behavior.

9. OH&S Program – the new worker should be oriented to the safety section of the College website. The address is nlc.bc.ca/safety in this section the entire Health & Safety Program can be found. Any difficulties accessing the program should be reported to the HSEA.
10. Safe work procedures – if there are any written procedures for the tasks that the new worker is expected to perform the worker should be provided with the written procedures. Often written procedures are accompanied by instruction and evaluation; if this is the case then the worker should be informed of the process and timeframe for completion.
11. Job specific training/certification for equipment operation – NLC requires all operators of equipment to be able to provide proof of training or certification prior to operating any NLC equipment. Alternatively the new worker must be willing to participate in any NLC required training or program of instruction that would provide sufficient training and expertise required.
12. Right to refuse unsafe work – every worker in Canada has the right to refuse what they consider unsafe work. There is a process to follow and this can be found on the NLC Safety Site.
13. JOHSC awareness – there are two main Joint Occupational Health and Safety Committees (JOHSC) at each campus and a Regional JOHSC that represents all of the campuses. Every worker has the right to participate in the health and safety at the workplace. All new workers should be aware of their OH&S representatives and how to make submission to the applicable JOHSC.
14. WHMIS – every worker has to be aware of the hazards, precautions, PPE, safe handling and disposal of any controlled substance they may be required to handle. MSDS must be made available for these workers. NLC has a web service that provides information to every worker it can be accessed at <http://eservice.msds.com> the username is **northernlightsco** and the password is **dawsoncreek** . Every worker should be oriented to this service and if so desired provided with instructions on how to print out the MSDS they may require.

NORTHERN LIGHTS COLLEGE
NEW EMPLOYEE/YOUNG EMPLOYEE SAFETY ORIENTATION CHECKLIST

Note: All workers and dependent contractors operating under Northern Lights College's (NLC) safety plan must be provided with the following information. It must be reviewed with them on their first day before they start work.

Employee's/Contractor's Name: _____ Start Date: _____

Job Title: _____

- | | |
|--|---|
| <input type="checkbox"/> 1. First Aid Attendants | <input type="checkbox"/> 8. Safety Roles and Responsibilities |
| <input type="checkbox"/> 2. Summoning first aid and reporting injuries | <input type="checkbox"/> 9. NLC Health & Safety Program
www.nlc.bc.ca/safety |
| <input type="checkbox"/> 3. Reviewed applicable Personal Protective Equipment requirements | <input type="checkbox"/> 10. Provided with required safe work procedures |
| <input type="checkbox"/> 4. Reviewed Campus/Building specific Emergency Response Plan, along with emergency procedures | <input type="checkbox"/> 11. Informed of job-specific training, certification and qualifications required by NLC on equipment |
| <input type="checkbox"/> 5. Emergency Wardens/Safety Reps | <input type="checkbox"/> 12. Understands his/her right to refuse unsafe work and the process |
| <input type="checkbox"/> 6. Understands the incident/hazard/ near miss reporting requirements | <input type="checkbox"/> 13. Aware of JOHSC or worker representative and function of the Safety Committee(s). |
| <input type="checkbox"/> 7. Provided with applicable safety checklists and instructions for use | <input type="checkbox"/> 14. Received introduction to WHMIS and instructions on accessing database |

When this checklist is completed, please sign and return to Human Resources:

New Employee: _____

Date: _____ Signature: _____

Orientation conducted by: _____

Date: _____ Signature: _____

Supervisor: _____

Date: _____ Signature: _____