

Contact Information

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| Employee's Name | |
| Business Name: | |
| Supervisor's Name: | |
| 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

Employer Responsibilities

Your **employer has the responsibility** to:

- Ensure workers' health and safety
- Establish a health and safety program
- Inform workers of the hazards in their Workplace (WHMIS...)
- Ensure that you are properly trained, educated and supervised to protect your health and safety
- Inspect the workplace to correct unsafe conditions
- Provide first aid should you be injured
- Investigate reports of injury and disease, near-misses, and complaints of unsafe conditions

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

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 (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)

Employees Need to Know the following 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***

Worker Responsibilities

You have to **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
 - 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 WorkSafe BC for a determination
- 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

Workplace Hazards, Safety Policies, Procedures, and Practices

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| <p>Overexertion from patient and material handling (Leading to back, shoulder or arm injuries):</p> <ul style="list-style-type: none"> • How to assess risk • Use of equipment • Safe handling techniques (including manual lifting restrictions) | <p>Falls (slipping and tripping):</p> <ul style="list-style-type: none"> □ High risk areas (hallways, bathrooms, parking lots, sidewalks, stairs) <p>Working alone:</p> <ul style="list-style-type: none"> □ Check in procedure |
| <p>Exposures:</p> <ul style="list-style-type: none"> ○ Blood and body fluids (BBF)/ infectious diseases (HIV/AIDS...) <ul style="list-style-type: none"> • Standard precautions, incl. protective equipment, hand –washing • What to do if exposed to BBF (including getting to a hospital within 2 hours of being stuck by a needle) ○ Chemical hazards (latex, cleaners...) <ul style="list-style-type: none"> • Safe practices to minimize exposure • WHMIS symbols, labels, Material Safety Data Sheets | <p>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 any threatening statement or behavior that gives a worker reasonable cause to believe that she or he is at risk of injury):</p> <ul style="list-style-type: none"> ○ Informed of history of violence by client or at site ○ Procedures to maintain risk/respond to violent incidents |

I have reviewed the above with a Career Staff member.

Student Signature: _____ **Date:** _____