



XXXX: Health and Safety New and Young Worker Orientation (A/P)

Approved: 24 11 12

BACKGROUND

Pacific Rim School District fosters a safe and healthy workplace and commits to eliminating or minimizing the risk of harm to New and Young Workers. All employees are expected to adhere to the procedures outline in this document to ensure the safety of themselves and their coworkers. Supervisors will review these procedures regularly with all staff and unfamiliar staff upon their start at their new site.

REFERENCE

Under the WorkSafe BC Occupational Health and Safety Regulation, all employers are required to provide new and young workers with workplace training and orientation. This checklist has been designed to help you plan and implement your site-specific orientation checklist.

TOPICS TO BE ADDRESSED IN YOUR SITE-SPECIFIC ORIENTATION

- Supervisor- the name of supervisor and have been provided with contact information.
- Hazards- advised of the hazards that may be exposed to and the program in place for eliminating or mitigating the hazards.
- Refusal of unsafe work- aware of refusing to work in unsafe conditions and I have been advised who to contact in any case.
- Working Alone or in Isolation- understand the procedures and check in system that must be followed when working alone or in isolation under OH&S Section 4.21.
- Personal Protective Equipment (PPE) - understand the responsibility to provide PPEs, how the equipment is selected, used and maintained, how the worker is instructed in the use of a PPE, the Supervisor's responsibilities, the Worker's responsibilities and personal clothing.
- First Aid- have been informed of the location of first aid facilities, know how to identify first aid attendants, how to summon first aid, the reporting requirements, and procedures specific to Pacific Rim School District
- Emergency Procedures- have been informed of the types of emergencies that could occur, the emergency procedures for both Pacific Rim School District and my specific worksite and the frequency and type of drills to expect.
- Required postings and their locations
 - Notice to workers
 - First aid on Duty
 - Emergency procedures posting
 - First aid assessment
- WHMIS - If required to take the WHMIS course, please ensure training records are kept in employee files.
- Joint Committee -received the contact information for my worksite's Occupational Health and Safety Committee or worker representative.



RESOURCES AND REFERENCES

School District 52 – New and young worker site orientation

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WorkSafe BC