

## Ontario Tech – 2020-2021

### Employee Health & Safety Orientation

To: Employee

Cc: Employee's Supervisor:

As an employee, it is very important that you understand the hazards and risks associated with your job responsibilities. This document is a resource that you and your supervisor should use as a health & safety guide toward proper training and awareness, so you understand your rights and responsibilities as well as the necessary training and protective equipment required for your job.

Included with this introduction letter are the following resources to help familiarize yourself with your health and safety rights and responsibilities: (Where a hyperlink is provided please visit the website)

- **Health & Safety Checklist** to be completed in consultation with your supervisor
- Resource: **WSIB brochure** – “7 Things You Better Know!” To Work Smart! Work Safe!  
<http://www.ontla.on.ca/library/repository/mon/6000/10315064.pdf>
- Resource: **Ministry of Labour Worker's Health and Safety Awareness:** [Ministry of Labour Worker's Health and Safety Awareness](#)

The responsibility for Health & Safety is shared by the employee, their supervisor and the University. This health and safety information is to be reviewed with all new employees and their supervisor. This document should be completed **within the first days of employment**. The employee should retain a copy of the initialed document for their records and send the completed original to the Health & Safety Officer.

#### **Your Health and Safety Responsibilities:**

Worker responsibilities include reporting hazards in the workplace; working safely and following safe work practices; using the required personal protective equipment for the job at hand; participating in health and safety programs established for the workplace.

The OHSA (Occupational Health and Safety Act) gives workers three important rights:

1. The right to know about hazards in their work and get information, supervision and instruction to protect their health and safety on the job.
2. The right to participate in identifying and solving workplace health and safety problems either through a health and safety representative or a worker member of a joint health and safety committee.
3. The right to refuse work that they believe is dangerous to their health and safety or that of any other worker in the workplace.

## The right to know

Workers have the right to know about any potential hazards to which they may be exposed in the workplace. The primary way that workers can become aware of hazards in the workplace is to be informed and instructed on how to protect their health and safety, including health and safety related to the use of machinery, equipment, working conditions, processes and hazardous substances.

The employer can enable the workers' right to know in various ways, such as making sure they get:

- Information about the hazards in the work they are doing
- Training to do the work in a healthy and safe way
- Competent supervision to stay healthy and safe.

## The right to participate

Workers have the right to be part of the process of identifying and resolving workplace health and safety concerns. This right is expressed through direct worker participation in health and safety in the workplace and/or through worker membership on joint health and safety committees or through worker health and safety representatives.

## The right to refuse

Workers have the right to refuse work that they believe is dangerous to either their own health and safety or that of another worker in the workplace. For example, workers may refuse work if they believe their health and safety is endangered by any equipment they are to use or by the physical conditions of the workplace. [Section 43 of the Act](#) describes the exact process for refusing work and the responsibilities of the employer/supervisor in responding to such a refusal.

In certain circumstances, members of a joint health and safety committee who are “certified” have the right to stop work that is dangerous to any worker. Sections 45 – 47 of the Act sets out these circumstances and how the right to stop work can be exercised.

## **Health and Safety Checklist**

As part of health and safety orientation, new employees must also complete the following on-line training modules within the first few days of employment:

### **1. Health & Safety Worker training:**

All employees must receive training in the rights and obligations of workers, supervisors and employers under the OHS Act; the roles of the joint health and safety committee, Ministry of Labour, WSIB, and health and safety associations; and common workplace hazards.

Please access this online training at one of the following hyperlinks appropriate to you.

[Occupational Health and Safety Awareness Training for Supervisors](#)

[Occupational Health and Safety Awareness Training for Workers](#)

**2. Workplace Hazardous Materials Information System (WHMIS 2015) Training**

Please access the "[WHMIS 2015](#)" online training by clicking on the underlined words:

**3. Bill 168 - Workplace Violence and Harassment Prevention Training**

All employees must receive [Workplace Violence and Harassment Prevention training](#). To access this training please click on the underlined words above.

**4. AODA Customer Service Standard Training:** although not health and safety related all employees must complete this online module as part of their orientation:  
[https://ssbp.mycampus.ca/prod/www\\_aoda\\_dc.aoda.p\\_support](https://ssbp.mycampus.ca/prod/www_aoda_dc.aoda.p_support)

**Your Joint Health and Safety Committee Members:**

Ontario Tech North Oshawa and Downtown Locations:

<http://healthandsafety.uoit.ca/about-us/health-and-safety-committees.php>

For College and University identification and access, it is imperative that you wear the Identification Badge, provided to you by your immediate Supervisor, during your employment. Upon completion of your employment, please return the badge to your Supervisor.

I hope that your student employment experience is a safe and productive one. Please feel free to contact me if you have any questions or concerns, @ (905) 721-8668 Ext. 2140.

Maureen Calhoun  
Health & Safety Officer



## Health & Safety Orientation

**Please Print**

Employee's Name:			
Employee No:	<b>100</b>		
Supervisor's Name:			
Department:			
Employment Date:			
Employee's Job Title:		Job ID No.:	
Type of Employment Program:			

Training & Personal Protective Equipment:	Completion Date: (n/a)	Initials:	
		Supervisor	Employee
<ul style="list-style-type: none"> <li>• I have read and understand my rights as presented on pages 1 &amp; 2 of this document.</li> </ul>			
<ul style="list-style-type: none"> <li>• Campus Safety and Security– Review and explain the use of <b>Ext. 2400</b>. Procedures are available from the Campus Safety web page and are posted in the workplace. Review various stages of campus alarms including <b>lock down</b> and <b>evacuation</b></li> <li>• <a href="https://uoit.ca/faculty_staff/health_safety_security/index.php">https://uoit.ca/faculty_staff/health_safety_security/index.php</a></li> </ul>			
<ul style="list-style-type: none"> <li>• First Aid Orientation – Identify first aid supplies and procedures (CERT)</li> </ul>			
<ul style="list-style-type: none"> <li>• Reporting Procedures – Review requirement to report all <b>accidents, incidents</b>, to supervisor using online reporting form – Employers also have an obligation to report injuries requiring medical attention (other than 1<sup>st</sup> aid) to WSIB</li> <li>• <a href="http://healthandsafety.uoit.ca/forms/accident-injury-form.php">http://healthandsafety.uoit.ca/forms/accident-injury-form.php</a> (<b>photos</b> may be attached to this document)</li> </ul>			
<ul style="list-style-type: none"> <li>• <b>Hazard reporting</b> – all hazards or potential hazards should be brought to the attention of the supervisor or H&amp;S Officer. If observed, complete the online for to ensure follow-up. (<b>photos</b> may be attached to this document)</li> <li>• <a href="http://healthandsafety.uoit.ca/procedures/hazard-reporting.php">http://healthandsafety.uoit.ca/procedures/hazard-reporting.php</a></li> </ul>			

<ul style="list-style-type: none"> <li>● <b>Fire Safety</b> – Review Emergency Evacuation Process. Identify fire wardens, assembly locations, fire exit locations, pull station locations, fire extinguisher locations and their proper use. Pull pin - <b>Aim</b> – <b>Squeeze</b> – <b>Sweep</b> (P.A.S.S.)</li> </ul>			
<ul style="list-style-type: none"> <li>● <b>WHMIS 2015</b> – To complete this training please see instructions on the first page of this Health and Safety Orientation package</li> <li>● Also, review job specific WHMIS hazards (chemicals, biohazards, designated regulated substances, etc.).</li> </ul>			
<ul style="list-style-type: none"> <li>● <b>Occupational Health and Safety Awareness</b> training - To complete this training please see instructions on the first page of this Health and Safety Orientation package.</li> </ul>			
<ul style="list-style-type: none"> <li>● <b>Workplace Violence and Harassment Prevention</b> training - To complete this training please see instructions on the first page of this Health and Safety Orientation package.</li> </ul>			
<ul style="list-style-type: none"> <li>● Manual Lifting - lifting techniques, footwear.</li> <li>● Motorized Material Handling – Forklift truck and motorized pallet movers - certified training requirements (as required).</li> </ul>			
<ul style="list-style-type: none"> <li>● Personal Safety/working alone – after-hours access, sign in handling of cash, Campus Walk program, Campus Emergency Response Team (C.E.R.T.).</li> </ul>			
<ul style="list-style-type: none"> <li>● Office Ergonomics: Review proper computer workstation layout, lighting, posture, and safe lifting.</li> </ul>			
<ul style="list-style-type: none"> <li>● Personal Protective Equipment – eyewear, footwear, hearing protection, gloves, hard hats, etc. (as required).</li> </ul>			
<ul style="list-style-type: none"> <li>● Dept./School/Faculty specific safety procedures – note what has been covered or n/a if none are required*</li> </ul>			

\*any working alone condition(s) should also be included here

This document provides orientation information to familiarize new employees with the basics of our Internal Responsibility System (IRS). Any health and safety concerns should be immediately brought to the attention of your supervisor.

If you have any questions or concerns regarding Health and Safety, you may also contact the Health and Safety Officer at any time.



Signatures below indicate this orientation has been completed with their supervisor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please forward a copy of this completed checklist to:  
Maureen Calhoun [Maureen.calhoun@dc-uoit.ca](mailto:Maureen.calhoun@dc-uoit.ca)  
Health & Safety Officer  
905-721-8668 ext. 2140 (CC3107)