

## University Works Health & Safety Orientation

To: Student - Employee

Cc: Supervisor

As a University Works Student working at the University, it is very important that you are made aware of any hazards or risks associated with your job responsibilities. This document is a resource that you and your Supervisor are to use as a health & safety guide toward proper training and awareness. This document is to ensure you understand your rights and responsibilities as well as the necessary training and protective equipment required for your job.

The responsibility for Health & Safety is shared by the worker/employee, their Supervisor, and the University. This Health & Safety information is to be reviewed with all new workers/employees and their supervisors. This document should be completed **within the first days of employment** but no more than four weeks beyond the point of hire. The worker/employee should retain a copy of the initialed document for their records and send the completed original to the Environmental Health & Safety Officer.

### Your Health & Safety Responsibilities

Based on the principle of Internal Responsibility system, foundation of the Ontario Health and Safety Act (OHSA) all staff is responsible to report hazards in the workplace; work safely following safe work practices; using the required personal protective equipment for the job at hand; and participating in Health & Safety programs established for the workplace.

The OHSA (Occupational Health & Safety Act) provides workers three important rights:

1. The **right to know** about hazards in their work and get information, supervision, and instruction to protect their Health & Safety on the job.
2. The **right to participate** in identifying and solving workplace Health & Safety problems either through a Health & Safety representative or a worker member of a Joint Health & Safety Committee.
3. The **right to refuse** work that they believe is dangerous to their Health & 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 & Safety, including Health & 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 & Safety concerns. This right is expressed through direct worker participation in Health & Safety in the workplace and/or through worker membership on Joint Health & Safety Committees or through worker Health & Safety representatives.

### **The right to refuse**

Workers have the right to refuse work that they believe is dangerous to either their own Health & Safety or that of another worker in the workplace. For example, workers may refuse work if they believe their Health & Safety is endangered by any equipment they are to use or by the physical conditions of the workplace. Section 43 of the OHSA 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 & Safety Committee who are "certified" have the right to stop work that is dangerous to any worker. Sections 45 – 47 of the OHSA set out these circumstances and how the right to stop work can be exercised.

### **Health & Safety Required Modules**

As part of Health & Safety orientation, new workers/employees must also complete the following online training modules within the first few days of employment:

#### **1. Health & Safety Awareness Training for Workers:**

All employees must receive training in the rights and obligations of workers, supervisors, and employers under the OHSA; the roles of the Joint Health & Safety committee, Ministry of Labour, Workplace Safety and Insurance Board (WSIB) and Health & Safety associations; and common workplace hazards.

Please access this online training through the Health & Safety (H&S) Website: [Health & Safety Awareness Training](#).

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

Please access this online training through the H&S Website: [WHMIS](#).

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

Please access this online training through the H&S Website: [Workplace Violence and Harassment Prevention training](#).

#### **4. Accessibility for Ontarians with Disabilities Act (AODA) Customer Service Standard Training**

Although not Health & Safety-related all employees must complete this online module as part of their orientation: <https://hr.catalog.ontariotechu.ca/>

#### **5. Preventing Sexual Violence and Harassment Prevention**

Please access this online training through the [Mandatory Employee Training webpage](#).

**Joint Health & Safety Committees (JHSC)**

The University has two Joint Health & Safety Committees (JHSC) – one for the North Campus and one for the Downtown Campus. Please visit the [JHSC website](#) to find further information. To access this information, you will be required to sign-in with your Network ID and password (Same as your Canvas login)

**Campus Identification and Access**

For campus identification and access, if you are issued an Identification Badge, it is imperative that you wear this during your work on campus. Upon completion of your employment, please return the badge to your Supervisor.

I hope that your student work experience is a safe and productive one. Please feel free to contact the Environmental Health and Safety Officer if you have any questions or concerns, 905.261.7455.

**Marrium Khalid**

Environmental Health and Safety Officer  
Marrium.khalid@ontariotechu.ca

The following is the H&S Orientation Checklist you must complete with your Supervisor. It will automatically be forwarded to H&S once the "SUBMIT" button, at the end of this document, is selected. This document is to be signed by both the worker and Supervisor prior to submission.

### Health & Safety Orientation

Employee's Name:	
Employee/Student No:	
Supervisor's Name:	
Department:	
Employment Start Date:	
Employee's Job Title:	

Training & Personal Protective Equipment:	Completion Date:	Supervisor Initials:	Employee Initials:
<ul style="list-style-type: none"> <li>I have read the orientation information on pages 1-3 of this document and understand my 3 basic rights as a worker according to the OHSA.</li> </ul>			
<ul style="list-style-type: none"> <li>Review the location of Health and Safety (H&amp;S) bulletin boards</li> </ul>			
<ul style="list-style-type: none"> <li><b>Campus Safety and Security</b> – Review the use of <b>Ext. 2400</b> in order to contact campus security. Procedures are available from the <a href="#">Campus Safety web page</a> and are posted in the workplace. Review various stages of campus alarms, including <b>lockdown</b> and <b>evacuation</b>.</li> </ul>			
<ul style="list-style-type: none"> <li><b>First Aid Orientation</b> – Identify first aid supplies and procedures, including the process for obtaining immediate assistance, Campus Emergency Response Team (CERT), and the availability of Automated External Defibrillators (AEDs) defibrillators in each campus building.</li> </ul>			
<ul style="list-style-type: none"> <li><b>Reporting Procedures</b> – Review requirement to report all <b>accidents and incidents immediately</b> to the Supervisor and to H&amp;S using the <a href="#">online Accident/Injury Reporting Form</a>.</li> <li>Employers also have an obligation to report injuries requiring medical attention (other than first aid) to the Workplace Safety &amp; Insurance Board (WSIB) <ul style="list-style-type: none"> <li><b>Photos</b> of an accident scene are helpful when submitted with the report.</li> </ul> </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 and EH&amp;S Officer by completing the <a href="#">online Hazard Reporting Form</a> to ensure follow-up (<b>photos</b> may be attached to this document).</li> </ul>			

<ul style="list-style-type: none"> <li>• <b>Emergency Procedure</b> – Review Emergency Evacuation Process. Identify fire wardens, pull station locations, fire extinguisher locations and their proper use. Review the nearest Emergency-Health-Safety Areas.</li> <li>• <b>Review the Pull pin - Aim – Squeeze – Sweep (P.A.S.S.) technique</b> for Fire extinguishers.</li> </ul>			
<ul style="list-style-type: none"> <li>• <b>WHMIS</b> – has been completed per the link on page 2. Completion will be automatically recorded in your training profile.</li> <li>• Review job specific WHMIS hazards (chemicals, biohazards, designated regulated substances, etc.) within a particular workplace.</li> </ul>			
<ul style="list-style-type: none"> <li>• <b>Occupational Health &amp; Safety Awareness</b> training has been completed per the link on page 2. Completion will be automatically recorded in your training profile.</li> </ul>			
<ul style="list-style-type: none"> <li>• <b>Workplace Violence and Harassment Prevention</b> training has been completed per the link on page 2. Completion will be automatically recorded in your training profile.</li> </ul>			
<ul style="list-style-type: none"> <li>• <b>Student Health and Wellness</b> Visit the <a href="#">Student Life Health and Wellness webpage</a> to review available supports such as the Campus Health and Wellness Centre and Student Mental Health Services.</li> <li>• <b>If you are in distress/feeling unsafe, find support options in the <a href="#">Distress Flowchart</a>.</b></li> </ul>			
<p>If applicable the following have been reviewed:</p> <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>			
<p>If applicable, the following have been reviewed:</p> <ul style="list-style-type: none"> <li>• Personal Safety/working alone – after-hours access, sign in, handling of cash, Campus Walk program.</li> </ul>			
<p>If applicable:</p> <ul style="list-style-type: none"> <li>• Ergonomics: Visit the <a href="#">Ergonomics Resources webpage</a> to review proper computer workstation layout, lighting, posture, and <a href="#">safe lifting</a>.</li> </ul>			
<p>If applicable the Personal Protective Equipment (PPE) has been provided with instructions regarding use:</p> <ul style="list-style-type: none"> <li>• PPE – eyewear, footwear, hearing protection, gloves, hard hats, etc. (as required).</li> </ul>			

<ul style="list-style-type: none"><li>• Specific Department/Faculty safety procedures and/or training have been reviewed, and any area specific hazards have been communicated.</li><li>• Direction regarding who to contact for additional H&amp;S information has been communicated.</li></ul>			
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This document provides orientation information to familiarize new workers/employees with the basics of our Internal Responsibility System (IRS). Any Health & Safety concerns should be immediately brought to the attention of your Supervisor.

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

Signatures below indicate this orientation has been completed. Both are required prior to submission.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Select the Submit button below to forward directly to H&S ([healthandsafetytraining@ontariotechu.ca](mailto:healthandsafetytraining@ontariotechu.ca)).

Thank you!

**SUBMIT**