

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 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 and 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 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 set out these circumstances and how the right to stop work can be exercised.

These will be reviewed in the H&S Awareness training you are required to complete.

Health and Safety Required Modules

As part of health and safety orientation, new workers/employees must also complete the following online 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 OHSA; 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 on-line training through the H&S Website: [Health and Safety Awareness Training](#).

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

Please access this online training through the H&S Website: [WHMIS 2015](#).

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. A.O.D.A. Customer Service Standard Training

although not health and safety-related all employees must complete this online module as part of their orientation: <https://hr.catalog.ontariotechu.ca/>

Joint Health and Safety Committees (J.H.S.C.)

The University has 2 Joint Health and Safety Committees (J.H.S.C.) – 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)

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 me if you have any questions or concerns, @ (905) 721-8668 Ext. 2140.

Maureen Calhoun

Health & Safety Officer

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The following is the H&S Orientation Checklist you must complete with your Supervisor. It will automatically be forwarded to H&S once "SUBMIT" is selected. This document is to be signed by both 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"> I have read the orientation information on pages 1 & 2 of this document and understand my 3 basic rights as a worker according to the O.H.S.A. 			
<ul style="list-style-type: none"> Campus Safety and Security – Review the use of Ext. 2400 in order to contact campus security. Procedures are available from the Campus Safety web page and are posted in the workplace. Review various stages of campus alarms, including lockdown and evacuation https://ontariotechu.ca/campus-services/safety-security/index.php. 			
<ul style="list-style-type: none"> First Aid Orientation – Identify first aid supplies and procedures, including the process for obtaining immediate assistance. (CERT) and availability of defibrillators in each campus building. 			
<ul style="list-style-type: none"> Reporting Procedures – Review requirement to report all accidents and incidents to Supervisor using online reporting form. Employers also have an obligation to report injuries requiring medical attention (other than 1st aid) to W.S.I.B. https://healthandsafety.ontariotechu.ca/forms/accident-injury-form.php. (photos of an accident scene are helpful when submitted with the report) 			
<ul style="list-style-type: none"> Hazard reporting – all hazards or potential hazards should be brought to the attention of the Supervisor or H&S Officer. If observed, complete the online form to ensure follow-up. (photos may be attached to this document as well) https://healthandsafety.ontariotechu.ca/procedures/hazard-reporting.php 			

<ul style="list-style-type: none"> • Fire Safety – Review Emergency Evacuation Process. Identify fire wardens, assembly locations, fire exit locations, pull station locations, fire extinguisher locations and their proper use. Pull pin - Aim – Squeeze – Sweep (P.A.S.S.) 			
<ul style="list-style-type: none"> • WHMIS 2015 – has been completed per the link on page 2. Completion will be automatically recorded in your training profile. • Review job-specific WHMIS hazards (chemicals, biohazards, designated regulated substances, etc.) within a particular workplace. 			
<ul style="list-style-type: none"> • Occupational Health and Safety Awareness training has been completed per the link on page 2. Completion will be automatically recorded in your training profile. 			
<ul style="list-style-type: none"> • Workplace Violence and Harassment Prevention training has been completed per the link on page 2. Completion will be automatically recorded in your training profile. 			
<p>If applicable the following have been reviewed:</p> <ul style="list-style-type: none"> • Manual lifting - lifting techniques, footwear. • Motorized Material Handling – Forklift truck and motorized pallet movers - certified training requirements (as required). 			
<p>If applicable, the following have been reviewed:</p> <ul style="list-style-type: none"> • Personal Safety/working alone – after-hours access, sign in, handling of cash, Campus Walk program, Campus Emergency Response Team (C.E.R.T.). 			
<p>If applicable:</p> <ul style="list-style-type: none"> • Office Ergonomics: Review proper computer workstation layout, lighting, posture, and safe lifting. 			
<p>If applicable the P.P.E. has been provided with instructions regarding use:</p> <ul style="list-style-type: none"> • Personal Protective Equipment – eyewear, footwear, hearing protection, gloves, hard hats, etc. (as required). 			
<ul style="list-style-type: none"> • Specific Dept./School/Faculty safety procedures have been reviewed, and any hazards have been communicated. • Direction regarding who to contact for additional H&S information has been communicated. 			

This document provides orientation information to familiarize new employees with the basics of our Internal Responsibility System (I.R.S.). 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. 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).

SUBMIT