



NEW AND YOUNG WORKER DISTRICT ORIENTATION CHECKLIST

Employee Name: _____

Please complete this checklist after reviewing “SD52 New and Young Worker District Orientation” document.

The checklist must be signed by the new employee and a district representative once all elements are complete.

Signing on the following page indicates that the employee understands all of the topics listed below.

TOPIC	COMPLETED	NOTES		
<p>Rights and Responsibilities</p> <ul style="list-style-type: none"> • Occupational Health & Safety Program • Workplace Inspections / Safe Workplace • Correction of Unsafe Conditions • Refusal of Unsafe Work • Occupational First Aid, including how to report illnesses and injuries • Young or New Workers 	<input type="checkbox"/>			
<p>Workplace Health and Safety Rules</p> <p>I have been advised about general health and safety rules.</p>	<input type="checkbox"/>			
<p>Joint Occupational Health & Safety Committee</p> <p>I understand the purpose of the Joint Occupational Health & Safety Committee.</p>	<input type="checkbox"/>			
<p>Workplace Hazards</p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> • Slips & Trips • Impairment • Ergonomics • Working Alone or In Isolation • Violence in the Workplace • Workplace Conduct • Bullying and Harassment </td> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> • Machinery & Equipment • Storing & Handling Material • Hazardous Products, including Asbestos, Lead and Dusts • Illumination • Indoor Air Quality </td> </tr> </table>	<ul style="list-style-type: none"> • Slips & Trips • Impairment • Ergonomics • Working Alone or In Isolation • Violence in the Workplace • Workplace Conduct • Bullying and Harassment 	<ul style="list-style-type: none"> • Machinery & Equipment • Storing & Handling Material • Hazardous Products, including Asbestos, Lead and Dusts • Illumination • Indoor Air Quality 	<input type="checkbox"/>	
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<p>WHMIS & MSDS</p> <p>I have completed WHMIS training (if applicable) and know how to access MSDS information.</p>	<input type="checkbox"/>			
<p>Emergency Procedures</p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> • Building Evacuation • Hold and Secure • Lockdown • Fire • Earthquake • Tsunami • Bomb Threat </td> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> • Material Spill • Extended Power or Gas Outage • Flood • Landslide or Mudslide • Medical Emergency • Vehicle Accident </td> </tr> </table>	<ul style="list-style-type: none"> • Building Evacuation • Hold and Secure • Lockdown • Fire • Earthquake • Tsunami • Bomb Threat 	<ul style="list-style-type: none"> • Material Spill • Extended Power or Gas Outage • Flood • Landslide or Mudslide • Medical Emergency • Vehicle Accident 	<input type="checkbox"/>	
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<p>District Policies (See link below)</p> <ul style="list-style-type: none"> • Child Protection • Acceptable Use of Technology • Employee Conduct and Political Activities <p>COVID-19</p> <ul style="list-style-type: none"> • Reviewed district plans and understand the protocol 	<input type="checkbox"/>	
	<input type="checkbox"/>	

The preceding checklist covers the topics required by OH&S and must be completed by all School District #52 employees prior to starting a new job. Each workplace is unique and this checklist does not cover all worksite-specific situations such as site-specific hazards, safety rules and emergency procedures. Additional orientation and training may be required at each workplace. Your direct supervisor will inform you of any work type or workplace-specific hazards.

EMPLOYEE SIGNATURE: _____ Date: _____

This form is to be kept on file by School District #52 and must be re-done or updated when duties change.

Links to WorkSafe BC regulations:

<http://www2.worksafebc.com/Publications/OHSRegulation/Part3.asp#SectionNumber:3.23>

Links to SD52 Documents:

Health and Safety:

<https://www.rupertschools.ca/wp-content/uploads/2020/08/SD52-Restart-Plan-Sept-10-Ver.6-2020-Return.pdf>

<https://www.rupertschools.ca/wp-content/uploads/2020/09/Exposure-Control-Plan-for-COVID-19-revised-Sep-3-2020-1.pdf>

Policies and Regulations: <http://sd52policy.com/index.php/policies-regulations-and-forms/regulations/>