# **Part 2: Site Specific Safety Orientation Checklist**

This checklist is designed to be completed once Part 1 of the New Worker Orientation Course has been completed. All personnel who will be working in the UBC Mining Lab Facilities are required to complete and submit their safety training records through our MINE SAFETY ONLINE WOKRSHOP on Canvas. Users can self- enroll here: [**https://canvas.ubc.ca/enroll/EGWKHH**](https://canvas.ubc.ca/enroll/EGWKHH)

## **Section 1: General Information:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Worker** | | **Job Title** | | **Department/Faculty** |
|  | |  | |  |
| Start Date: |  | | | |
| Location (Include Room): |  | | | |
| Equipment: |  | | | |
| Date of Safety Orientation: |  | | | |
| Reason for Orientation: | New Hire  Restart after absence  Change of Job within UBC or relocation to new workplace | | | |
| **Name of Direct Supervisor/Manager** | | | **Name of Person Providing the Orientation** | |
|  | | |  | |
| **Name of Research Supervisor** | | | **Email of Research Supervisor** | |
|  | | |  | |
| **Name of Location Supervisor** | | | **Email of Location Supervisor** | |
|  | | |  | |

## **Section 2: Checklist**

*Bring this checklist to your supervisor and review all topics and document what you discuss under “Notes.” If the topic is not applicable mark “N/A” in the “Yes” column.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic** | | **✓Yes** | **Notes** |
| A | ***Name and Contact Information for Supervisor***  I have been advised of my Supervisor’s name and contact information |  |  |
| B | ***Joint Occupational Health and Safety Committee (JOHSC)***  I have been advised on how to contact the JOHSC, and have been made aware of a local worker representative on the committee. Know the website: <http://safetycommittees.ubc.ca/> |  |  |
| C | ***Safety Program and Procedures***  I have been oriented to the UBC Occupational & Research Safety Policy SC1 and the departmental safety program elements and procedures. |  |  |
| D | ***Lab Protocols***  I have been advised on the lab protocols for the area (include broken glass disposal, chemical disposal, ???) |  |  |
| E | ***Lab Standard work Procedures***  Attached is a flow sheet of what my work will entail and the orientation provider has explained the standard work procedures for my flow sheet. |  |  |
| F | ***Ordering Chemicals or Receiving Materials (eg. Ore samples)***  I have been advised on the procedures of ordering chemicals and receiving materials (eg. Ore samples). I know that I must fill in the Material (Ore Assessment Form before ores or other materials (chemicals) are shipped to UBC Mining facilities. I must provide a copy of the form to the receiver in the area. The form is available on the safety resources page: <https://mining.ubc.ca/safety/#resources> |  |  |
| G | ***Workplace Health and Safety Rules***  I have been trained on the specific workplace safety rules related to my work/work area. |  |  |
| H | ***General building/ facility info***  I have been advised on the following for the areas I will be working in:   * Entrance/ exit (emergency locations) * Light switches * Stairwells/ elevator locations * Ventilation system switches |  |  |
| I | ***Worker’s Rights and Responsibilities***  I have been advised on my rights and responsibilities as a worker |  |  |
| J | ***Potential Hazards of a Workplace***  I have been advised about the hazards that may be encountered while performing my work tasks. |  |  |
| K | ***Workplace Hazardous Material Information System (WHMIS)***  I have completed Part 1 of this course and am familiar with WHMIS symbols but will not be working with chemicals ***OR*** I have completed the required [WHMIS and other Hazard Identification Systems](https://srs.ubc.ca/training-and-general-education-courses/safety-programs-training/)  and/or the [Chemical Safety Course](https://srs.ubc.ca/training-and-general-education-courses/research-safety-training-courses/chemical-safety-training/) because I am working with chemicals |  |  |
| L | ***Personal Protective Equipment (PPE)*** *(if applicable)*  I have received the appropriate orientation and training in the use and care of any PPE or clothing that is required to safely perform my work. Required PPE has been provided. (Note PPE required) |  |  |
| M | ***Fit Tested Dust Mask***  I have been advised that a fit tested dust mask is required for my lab work and I know the mask is fit-tested for each individual and must be tested annually. |  |  |
| N | ***Emergency Procedures***  I have been advised of the emergency situations that could occur and the procedures to follow as per the BERP available on <https://mining.ubc.ca/safety/#resources> Specifically, I know the muster point for the building is located (*answer in notes*) |  |  |
| O | ***First Aid***  I know the number for first aid at my campus. *Make a note of it in notes.* |  |  |
| P | ***Accident Incident Reporting and Investigation***  I am aware of the incident reporting system: [CAIRS](https://www.cairs.ubc.ca/public_page.php) and I understand that all accidents and incidents, including near misses, must be reported to the supervisor for the area I am working in. |  |  |
| Q | ***Violence in the Workplace***  I have been advised of any potential risk for violence in the workplace. I have completed the required [Violence Prevention Training](https://srs.ubc.ca/training-and-general-education-courses/safety-programs-training/) . |  |  |
| R | ***Bullying & Harassment (B&H)***  I have completed the required [Preventing and Addressing Workplace Bullying and Harassment Training.](https://srs.ubc.ca/training-and-general-education-courses/mandatory-training-for-all-ubc-workers/#Prevention%20of%20Workplace%20Bullying%20&%20Harassment%20Training) |  |  |
| S | ***Working Alone or in Isolation*** *(if applicable)*  I have been trained on the policies and procedures to be followed for working alone or in isolation. I know that I will need permission and paperwork to work alone or after hours. |  |  |

## **Section 3: SRS Training Courses**

UBC Safety & Risk Services offers a number of safety related courses to supplement the New Worker Safety Orientation. There are two other mandatory courses and numerous program specific courses (listed below). These courses can be found at <https://srs.ubc.ca/training-and-general-education-courses/>.

|  |  |  |  |
| --- | --- | --- | --- |
| **Training Courses** | **Required for Work** | | |
| **Yes** | **No** | **Date Completed** |
| **Mandatory**: |  |  |  |
| [New Worker Safety Orientation](https://srs.ubc.ca/training-and-general-education-courses/safety-programs-training/) | 🗸 |  |  |
| [Preventing & Addressing Workplace Bullying & Harassment](https://srs.ubc.ca/training-and-general-education-courses/safety-programs-training/) | 🗸 |  |  |
| [Workplace Violence Prevention](https://srs.ubc.ca/training-and-general-education-courses/safety-programs-training/) (UBC Vancouver Campus) | 🗸 |  |  |
| [Privacy & Information Security Fundamentals Training Part 1](https://privacymatters.ubc.ca/fundamentals-training) | 🗸 |  |  |
| [Privacy & Information Security Fundamentals Training Part 2](https://privacymatters.ubc.ca/fundamentals-training) | 🗸 |  |  |
| **Mandatory for all Supervisors:** |  |  |  |
| [Safety Supervision at UBC](https://srs.ubc.ca/training-and-general-education-courses/safety-programs-training/) |  |  |  |
| **Job Specific**: |  |  |  |
| [Biological Safety Course](https://srs.ubc.ca/training-and-general-education-courses/research-safety-training-courses/biological-safety-training/) |  |  |  |
| [Chemical Safety Course](https://srs.ubc.ca/training-and-general-education-courses/research-safety-training-courses/chemical-safety-training/) |  |  |  |
| [Floor Warden Training Course](https://srs.ubc.ca/training-and-general-education-courses/safety-programs-training/) |  |  |  |
| [Introduction to Laboratory Safety Course](https://srs.ubc.ca/training-and-general-education-courses/research-safety-training-courses/chemical-safety-training/) | 🗸 |  |  |
| [Introduction to Laser Safety](https://srs.ubc.ca/training-and-general-education-courses/research-safety-training-courses/laser-safety-courses/) |  |  |  |
| [Radiation Safety Course](https://srs.ubc.ca/training-and-general-education-courses/research-safety-training-courses/radiation-and-x-ray-safety-training/) |  |  |  |
| [Transportation of Dangerous Goods by Ground and Air](https://srs.ubc.ca/training-and-general-education-courses/research-safety-training-courses/transportation-of-dangerous-goods-training/) |  |  |  |
| [Transportation of Dangerous Goods 6.2](https://srs.ubc.ca/training-and-general-education-courses/research-safety-training-courses/transportation-of-dangerous-goods-training/) |  |  |  |
| [Accident/Incident Investigation Training Course](https://srs.ubc.ca/training-and-general-education-courses/safety-programs-training/) |  |  |  |
| [Workplace Hazardous Material Information System (WHMIS) 2015 General Audience](https://srs.ubc.ca/training-and-general-education-courses/safety-programs-training/) |  |  |  |
| **Other Courses:** |  |  |  |
| [Active Shooter Preparedness Workshop](https://srs.ubc.ca/training-and-general-education-courses/emergency-preparedness-training/) |  |  |  |
|  |  |  |  |

## **Section 4: Signatures**

The information detailed in section 2-3 and corresponding education and training was provided to the worker.

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New Worker Signature Orientation Provider Signature

To be filled in by Research Supervisor: I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, am satisfied that the orientation and training listed in this document will prepare the worker under my supervision to safely work in the area.

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Faculty/ Research Supervisor Signature

Documented training records must be retained for all UBC workers.

The Orientation Provider should keep a copy of this form and send a scanned copy to the student/researcher. The student/ researcher is responsible for uploading a copy of the form to the CANVAS Mine Safety Online Workshop. Access to Mining facilities will be limited until the form has been completed and uploaded.