



Part 2: Site Specific Safety Orientation Checklist

This checklist is designed to be completed once Part 1 of the [New Worker Safety Orientation](#) Course has been completed.

Section 1: General Information:

Name of Worker	Job Title	Department/Faculty

Start Date at Location: _____

Date of Safety Orientation: _____

Reason for Orientation:

- New Hire
- Restart after absence/long remote work period
- Change of Job within UBC or relocation to new workplace

Name of Direct Supervisor/Manager	Name of Person Providing the Orientation



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	Worker’s Rights and Responsibilities I have been advised on my rights and responsibilities as a worker		
c	Safety Program and Procedures I have been oriented to the Health and Safety Policy (SC1) and the departmental safety program elements and procedures.		
d	Workplace Health and Safety Rules I have been trained on the specific workplace safety rules related to my work/work area		
e	Potential Hazards of a Workplace I have been advised about the hazards that may be encountered while performing my work tasks.		
f	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/		
g	Accident Incident Reporting and Investigation I am aware of the UBC Centralized Accident Incident Reporting System (UBC CAIRS)		
h	First Aid I know the number for first aid for my work location.		
i	Emergency Procedures I have been advised of the emergencies that could occur, the procedures to follow, the location of fire extinguishers, pull stations, AEDs, emergency evacuation routes, and predesignated meeting area		
j	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		
k	Bullying & Harassment (B&H) I have completed the required Preventing and Addressing Workplace Bullying and Harassment Training .		
l	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 .		
m	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.		
n	Workplace Hazardous Material Information System (WHMIS) (if applicable) Based on my role, I have been instructed to complete either the General Audience WHMIS course, the Chemical Safety course, or neither.		



Section 3: SRS Training Courses

UBC Safety & Risk Services offers a number of safety related courses to supplement the New Worker Safety Orientation (listed below). These courses can be found on the [SRS Website](#).

Training Courses	Required for Work		
	Yes	No	Date Completed
Required:			
New Worker Safety Orientation	✓		
Preventing & Addressing Workplace Bullying & Harassment	✓		
Workplace Violence Prevention	✓		
Privacy & Information Security Fundamentals Training Part 1	✓		
Privacy & Information Security Fundamentals Training Part 2	✓		
Required for all Supervisors:			
Safety Supervision at UBC	✓		
Supporting Mental Health in the Workplace for Managers and Supervisors	✓		
Job Specific:			
Biological Safety Course			
Chemical Safety Course			
Floor Warden Training Course			
Introduction to Laboratory Safety Course			
Introduction to Laser Safety			
Radiation Safety Course			
Transportation of Dangerous Goods by Ground and Air			
Transportation of Dangerous Goods 6.2			
General Audience WHMIS			
Other Courses:			
Active Shooter Preparedness Workshop			

Section 4: Signatures

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

New Worker Signature

Orientation Provider Signature

Documented training records must be retained for all UBC workers.

Note: For courses completed on the www.wpl.ubc.ca platform, course certificates are automatically attached to a UBC employee's WorkDay profile. However, this Part 2 site-specific checklist and any other [documented training on task specific procedures](#) need to be retained in a central administration area or by the supervisor.

Last Revised: July 2023