

***Durham College Employee  
Full-Time Equivalent  
Health & Safety Orientation***

*(to be reviewed with new employee by their Manager)*

**Please Print**

Employee: \_\_\_\_\_ Job Title: \_\_\_\_\_

School/Department: \_\_\_\_\_ Manager: \_\_\_\_\_

Date: \_\_\_\_\_ Employee Number: \_\_\_\_\_

***Your Health and Safety Responsibilities:***

***Health and Safety Checklist***

*The health and safety information on the reverse side of this sheet should be reviewed with all new employees. The responsibility for Health & Safety is shared by the employee, their Manager and the College. The supervisor and employee should complete the required orientation, as identified on the back of this sheet, **within the first days of employment**. Once the orientation has been completed, the employee should retain a copy of the initialed document for his/her records and send the completed original to Kelly Bailey, Manager, Employee Development & Wellness, Human Resources.*

***WHMIS Training***

*The new employee must also complete the “WHMIS for Everyone” CD ROM training **within the first days of employment**. The “WHMIS for Everyone” CD ROM is available on a one day reserve basis from the Campus Library. Once the WHMIS training is completed, the employee must print off two copies of the “WHMIS for Everyone” certificate of completion. One copy is for his/her records and the other copy should be returned with the completed Health & Safety Orientation checklist, to Kelly Bailey, Human Resources.*

*If the employee has previously completed WHMIS training at Durham College or with a previous employer, the employee will not be required to complete this WHMIS training. However, the employee must include a copy of the certificate of completion for previously completed WHMIS training to Kelly Bailey, Human Resources.*

<i>Training &amp; Personal Protective Equipment:</i>	<i>Completion Date:</i>	<i>Initials:</i>	
		<i>Supervisor</i>	<i>Employee</i>
<ul style="list-style-type: none"> <li>Emergency Procedures – Review and explain the use of Ext. 2400. Procedures are available from the Health &amp; Safety web page and are posted in the workplace.</li> </ul>			
<ul style="list-style-type: none"> <li>First Aid Orientation – Identify first aid supplies and the area's trained first aiders.</li> </ul>			
<ul style="list-style-type: none"> <li>Reporting Procedures – review requirement to report all accidents, incidents, and hazards to Supervisor and WSIB, using reporting forms – online &amp; hard copy.</li> </ul>			
<ul style="list-style-type: none"> <li>Fire Safety – Review Emergency Evacuation Process. Identify fire wardens, assembly locations, fire exit locations, pull station locations, fire extinguisher locations and their proper use (P.A.S.S.).</li> </ul>			
<ul style="list-style-type: none"> <li>WHMIS – basic orientation is <u>mandatory</u> for all employees and should be completed in first week of employment – WHMIS for Everyone CD ROM available from library (on 1 day reserve). Please print a copy of your certificate and forward to Dave Roger.</li> <li>WHMIS – Review job specific WHMIS hazards (chemicals, bio-hazards, designated regulated substances etc.).</li> </ul>			
<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>			
<ul style="list-style-type: none"> <li>Personal Safety – after hours access, sign in handling of cash, Campus Walk program, Campus Emergency Response Team (C.E.R.T.).</li> </ul>			
<ul style="list-style-type: none"> <li>Office Safety – Ergonomics: Review proper computer workstation layout, lighting, posture, and safe lifting.</li> </ul>			
<ul style="list-style-type: none"> <li>Personal Protective Equipment – eyewear, footwear, hearing protection, gloves, hard hats, etc. (as required).</li> <li>Dept./School/Faculty specific safety procedures – review.</li> </ul>			

Your [Joint Health and Safety Committee members](#) can be found by using the hyperlink (above) or at: ICE > Human Resources > Health and Safety > Our team

**NOTE:** Orientation to a specific hazard (i.e. forklift hazards) is not required where the hazard is absent from the employee's normal workplace and duties. If this is the case, a “Not Applicable” or “N/A” can be placed in the “Completion Date” column and initialed by the supervisor and employee.

\*\*\* When complete, please return original to Kelly Bailey, Human Resources.