

# 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:

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. Please have your employee complete the required training/orientation **within the first days of employment**, make a copy for your records and return this checklist, with a copy of the "WHMIS for Everyone" completion certificate, to Dave Roger, Health & Safety Officer. The "WHMIS for Everyone" CD ROM is available at the Oshawa campus library **on 3 day reserve**. It is strongly recommended that a detailed list of all Health & Safety training be maintained by you and your new employee.

Training & Personal Protective Equipment:	Completion Date:	Initials:	
		Supervisor	Employee
<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 3 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>			

**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 the original to Dave Roger, Human Resources.**

## Your Joint Health & Safety Committee Members:

### Oshawa Campus

Name	Phone:	Location:	Email:
<b>Employee Representatives:</b>			
Drew Dowling	X 7380	Rm. JW215	<a href="mailto:drew.dowling@durhamcollege.ca">drew.dowling@durhamcollege.ca</a>
Janet Martin*	X 2310	Rm. A172	<a href="mailto:Janet.Martin@dc-uoit.ca">Janet.Martin@dc-uoit.ca</a>
William Clymer	X 2304	Rm. C317	<a href="mailto:William.Clymer@durhamcollege.ca">William.Clymer@durhamcollege.ca</a>
Ginny Colling	X 2289	Rm. L219	<a href="mailto:Ginny.Colling@durhamcollege.ca">Ginny.Colling@durhamcollege.ca</a>
Stacey Oberg	X 2210	Rm. A210	<a href="mailto:Stacey.Oberg@durhamcollege.ca">Stacey.Oberg@durhamcollege.ca</a>
Dave MacKay	X 2767	Rm. H220	<a href="mailto:Dave.Mackay@durhamcollege.ca">Dave.Mackay@durhamcollege.ca</a>
<b>Management Representatives:</b>			
Ken Robb*	X 3012	Rm. CC2330	<a href="mailto:Ken.Robb@durhamcollege.ca">Ken.Robb@durhamcollege.ca</a>
Doug Lucyk*	X 3017	Rm. UAB434	<a href="mailto:Doug.Lucyk@dc-uoit.ca">Doug.Lucyk@dc-uoit.ca</a>
Kim Lutes-McKay	X 3087	Rm. S1266N	<a href="mailto:Kim.lutes-Mckay@durhamcollege.ca">Kim.lutes-Mckay@durhamcollege.ca</a>
<b>Committee Support</b>			
Kara Woods	X 3648	Rm. CC2130	<a href="mailto:Kara.Woods@durhamcollege.ca">Kara.Woods@durhamcollege.ca</a>

### Whitby Campus

<b>Employee Representatives:</b>			
Thomas Cunningham	X 4048	Rm. 184	<a href="mailto:Thomas.Cunningham@durhamcollege.ca">Thomas.Cunningham@durhamcollege.ca</a>
Robert Nokes	X 4074	Welding Shop	<a href="mailto:Robert.Nokes@durhamcollege.ca">Robert.Nokes@durhamcollege.ca</a>
Bill Chilton	X 4046	Rm. 1108	<a href="mailto:Bill.Chilton@durhamcollege.ca">Bill.Chilton@durhamcollege.ca</a>
Anne Nippard	X 4043	Central Stores	<a href="mailto:anne.nippard@durhamcollege.ca">anne.nippard@durhamcollege.ca</a>
<b>Management Representatives:</b>			
Norm Fenton*	X 3302	Rm. W120	<a href="mailto:Norm.Fenton@durhamcollege.ca">Norm.Fenton@durhamcollege.ca</a>
Sue Moore	X 4040	Rm. W118	<a href="mailto:Sue.Moore@durhamcollege.ca">Sue.Moore@durhamcollege.ca</a>
<b>Secretary</b>			
Mary Pearce	X 4025	Rm. W117	<a href="mailto:Mary.Pearce@durhamcollege.ca">Mary.Pearce@durhamcollege.ca</a>

<b>Resource Members (non-voting):</b>			
Dave Roger, EH&S Officer	X 2140	Rm. 1180	<a href="mailto:Dave.Roger@dc-uoit.ca">Dave.Roger@dc-uoit.ca</a>
Judy Kellar	X 2110	Rm. G2020	<a href="mailto:Judy.Kellar@dc-uoit.ca">Judy.Kellar@dc-uoit.ca</a>
Kim Carr, Public Safety & Security	X 2525	Rm. SW116M	<a href="mailto:Kim.Carr@durhamcollege.ca">Kim.Carr@durhamcollege.ca</a>
Elaine Wannamaker	X 2259	Rm. SW116T	<a href="mailto:Elaine.Wannamaker@dc-uoit.ca">Elaine.Wannamaker@dc-uoit.ca</a>
SA President	905.721.0457 Ext. 228	Student Centre	<a href="mailto:sapres@dc-uoit.ca">sapres@dc-uoit.ca</a>

\* indicates Certified JHSC Member