

*Durham College Employee  
Non – Full Time Employee  
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 to Kelly Bailey, Manager, Employee Development & Wellness, Human Resources. It is strongly recommended that a detailed list of all Health & Safety training be maintained by you and your new employee.*

<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><i>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.</i></li> </ul>			
<ul style="list-style-type: none"> <li><i>First Aid Orientation – Identify first aid supplies and the area’s trained first aiders.</i></li> </ul>			
<ul style="list-style-type: none"> <li><i>Reporting Procedures – review requirement to report all accidents, incidents, hazards to Supervisor and WSIB, using reporting forms – online &amp; hard copy.</i></li> </ul>			
<ul style="list-style-type: none"> <li><i>Fire Safety – Review Emergency Evacuation Process. Identify fire exit locations, pull station locations, fire extinguisher locations and their proper use (P.A.S.S.).</i></li> </ul>			
<ul style="list-style-type: none"> <li><i>WHMIS – Confirm adequate knowledge of WHMIS symbols depicted on the attached WHMIS Symbols sheet.</i></li> <li><i>WHMIS – Review job specific WHMIS hazards (if any) (chemicals, bio-hazards, designated regulated substances etc.).</i></li> </ul>			
<ul style="list-style-type: none"> <li><i>Personal Safety – after hours access, sign in handling cash, Campus Walk program, and Campus Emergency Response Team (C.E.R.T.).</i></li> </ul>			
<ul style="list-style-type: none"> <li><i>Personal Protective Equipment – eyewear, footwear, hearing protection, gloves, hard hats, etc. (if required).</i></li> <li><i>Review Dept./School/Faculty specific safety procedures.</i></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 Department/School/Faculty specific safety procedures 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.*



# WHMIS SYMBOLS

	Risks	Precautions
<b>Compressed Gas</b>	 <b>MATERIALS WHICH ARE NORMALLY GASEOUS KEPT IN A PRESSURIZED CONTAINER</b> • Could explode due to pressure • Could explode if heated or dropped • Possible hazard from both the force of explosion and the release of contents	<b>ENSURE CONTAINER IS ALWAYS SECURED</b>  • Store in appropriate designated areas • Do not drop or allow to fall
<b>Flammable and Combustible</b>	 <b>MATERIALS WHICH WILL CONTINUE TO BURN AFTER BEING EXPOSED TO A FLAME OR OTHER IGNITION SOURCE</b> • May ignite spontaneously • May be a material which will release flammable products if allowed to degrade or when exposed to water	<b>STORE IN PROPERLY DESIGNATED AREAS WORK IN WELL VENTILATED AREAS</b>  • Avoid heating • Avoid sources of sparks / flames • Ensure electrical sources are safe
<b>Oxidizing Material</b>	 <b>MATERIALS WHICH CAN CAUSE OTHER MATERIALS TO BURN OR SUPPORT COMBUSTION</b> • Can cause skin or eye burns • Increase fire and explosion hazard • May cause combustibles to explode or react violently	<b>STORE IN AREAS AWAY FROM COMBUSTIBLES WEAR BODY, HAND, FACE AND EYE PROTECTION</b>  • Store in proper containers which will not rust or oxidize
<b>Toxic Immediate and Severe</b>	 <b>POISONS / POTENTIALLY FATAL MATERIALS WHICH CAUSE IMMEDIATE AND SEVERE HARM</b> • May be fatal if ingested or inhaled • May be absorbed through the skin • Small volumes have a toxic effect	<b>AVOID BREATHING DUST OR VAPOURS AND AVOID CONTACT WITH SKIN OR EYES</b> • Wear protective clothing which is effective against fumes and vapours • Wear face and eye protection • Work in well ventilated areas and wear breathing protection
<b>Toxic Long Term Concealed</b>	 <b>MATERIALS WHICH HAVE HARMFUL EFFECTS AFTER REPEATED EXPOSURES OR OVER LONG PERIODS OF TIME</b> • May cause death or permanent injury • May cause birth defects or sterility • May cause cancer • May be sensitizer causing allergies	<b>WEAR APPROPRIATE PERSONAL PROTECTION WORK IN A WELL VENTILATED AREA</b> • Store in appropriate designated areas • Avoid direct contact • Use hand, body, face and eye protection • Ensure respiratory and body protection is appropriate for the specific hazard
<b>Biohazardous Infectious</b>	 <b>INFECTIOUS AGENTS OR A BIOLOGICAL TOXIN CAUSING A SERIOUS DISEASE OR DEATH</b> • May cause anaphylactic shock • Includes Viruses, Yeasts, Moulds, Bacteria and Parasites which affect humans • Includes fluids containing toxic products • Includes cellular components	<b>SPECIAL TRAINING REQUIRED WORK IN DESIGNATED BIOLOGICAL AREAS WITH APPROPRIATE ENGINEERING CONTROLS</b> • Avoid fuming aerosols • Avoid breathing vapours • Avoid contamination of people / area • Store only in special designated areas
<b>Corrosive Materials</b>	 <b>MATERIALS WHICH REACT WITH METALS AND LIVING TISSUE</b> • Eye and skin irritation on exposure • Severe burns/tissue damage on longer exposure • Lung damage if inhaled • May cause blindness if eyes contacted • Environmental damage from fumes	<b>WEAR BODY, FACE AND EYE PROTECTION USE BREATHING APPARATUS</b> • Ensure protective equipment is appropriate • Work in well ventilated area • Avoid all direct body contact • Use appropriate storage containers with proper non-venting closures
<b>Dangerously Reactive</b>	 <b>MATERIALS WHICH MAY HAVE UNEXPECTED REACTIONS</b> • May react with water • May be chemically unstable • May explode if exposed to shock or heat • May release toxic or flammable vapours • May vigorously polymerize • May burn unexpectedly	<b>HANDLE WITH CARE AVOIDING VIBRATION, SHOCKS AND SUDDEN TEMPERATURE CHANGES</b>  • Store in appropriate containers • Ensure storage containers are sealed • Store and work in designated areas

People working safely in the safest and healthiest workplaces in the world.

For More Information: