



Employee Site Safety Orientation Checklist

School:

School Phone Number:

Principal:

Cell Number:

Please check the box as you review and understand each item.

The Joint Health and Safety Committee Members of this site are:

- Administration: Room:
- CDTA/LCTA: Room:
- USW: Room:
- CUPE: Room:

First Aid Room / Supplies are in: Room

First Aid Attendants:

- Designated Attendant: Room:
- Back-up Attendant: Room:

General Safety: Horseplay, misconduct, and any other activity that could startle or distract another worker will not be tolerated. It is the expectation of SD #79 that all employees will only operate tools and machinery if they have been properly trained to do so.

Personal Protective Equipment: There are various hazards in the workplace; many are dependent on what job you hold. Some PPE, such as hearing protection and respirators, are provided by SD #79. Other PPE, such as safety boots and prescription safety glasses, are provided by the worker. While working for SD #79 you must wear the appropriate PPE for the task at hand and that PPE must be kept in clean working order at all times.

Accident Reporting: SD #79 requires all injuries arising out of and in the course of employment be reported on a WorkSafeBC Form 6A. These forms are available from your first aid attendant, at www.worksafebc.com, or www.sd79.bc.ca/departments/health-safety

Violence: Violence does not form a part of anyone's job here at SD #79. If you feel you have been the recipient of a violent act, either verbal or physical, you must report the incident on the SD #79 Threat/Violence Report Form. This form is available in the school office as well as on the SD #79 website.

Emergency Preparedness: Emergency procedures are outlined in the orange and yellow Emergency Procedures Flipbook. Refer to this flipbook, located by every phone, for specific details regarding events such as Fires, Earthquakes, Lockdowns, and Evacuations.



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- WHMIS / MSDS: Information on hazardous materials can be retrieved through MSDS Fetch either by:
 - o phoning 250-748-0861, or
 - o online at <https://msdsfetch.vsb.bc.ca>
 - un – sd79cowichan valley
 - pw – 2507480861

- Smoke-Free Environment: As per Section 2.2 of Bill 10-2007 – Tobacco Sales and use of tobacco products on school district property is banned.

- Declaration – Challenging Students: See the Principal regarding any Challenging Student Information.

- Working Alone: For workers that are assigned to work alone SD #79 has contracted TigerTel’s phone in check in service. Details of what qualifies as working alone and how to set up working alone check-ins can be acquired either through your supervisor or by consulting the Working Alone section of the SD #79 Occupational Health and Safety Program Manual.

- This form is in addition to the District Safety Orientation Program and I understand its contents. I will not engage in any work or job task which can put me, another worker, or a student at risk of being injured. I understand that under the Districts Health & Safety Program and WorkSafeBC Regulation (3.12) I have not only the right, but the obligation to refuse unsafe work.

- As required by section 3.1 of the WorkSafeBC regulations SD #79 has a written Occupational Health and Safety Program. This document can be accessed on the SD#79 website, at www.sd79.bc.ca/departments/health-safety

By signing below I am acknowledging that I understand the information included on this form.

(Print Name) _____ Employee _____ (Signature)

Date Signed: _____

(Check One) ___ CVTF ___ CUPE ___ USW ___ Exempt

File:

- Copy 1 School Employee Site Safety Orientation Checklist Binder
- Copy 2 Principal