

# Occupational Health & Safety Orientation Checklist

## Acute

Each new/transfer staff member and their immediate supervisor are required to **complete this Orientation Checklist before working independently in the area**. After all the topics below have been reviewed and are clearly understood by the employee, please sign below and return to Department Manager for endorsement.

<b>Employee Name</b>			
Start Date		Position	
Manager/Supervisor		Contact	
Work Location		H&S Rep	

Site Level Tour	Emergency Codes	Emergency Procedures
Exits, Public/Staff Entrances, Stairwells, Access Points <input type="checkbox"/>	How to <a href="#">Call and Response</a> to: <input type="checkbox"/>	<b>First Aid:</b> <input type="checkbox"/>
Fire Pull Stations & Extinguishers <input type="checkbox"/>	<ul style="list-style-type: none"> <li>Code Red (Fire) <input type="checkbox"/></li> <li>Code Blue (Cardiac Arrest) <input type="checkbox"/></li> <li>Code White (Aggressive Behaviour) <input type="checkbox"/></li> <li>Code Orange (Disaster) <input type="checkbox"/></li> <li>Code Brown (Haz Mat Spill) <input type="checkbox"/></li> <li>Code Black (Bomb Threat) <input type="checkbox"/></li> <li>Code Yellow (Missing Person) <input type="checkbox"/></li> <li>Code Green (Evacuation) <input type="checkbox"/></li> </ul>	Calling for first aid (FA) <input type="checkbox"/>
Emergency Eye Wash Stations (if applicable) <input type="checkbox"/>		Location of FA room/equipment <input type="checkbox"/>
Location of Personal Protective Equipment (PPE) <input type="checkbox"/>		<b>Fire:</b> Acronym RACE (Remove, Activate, Close, Evacuate) <input type="checkbox"/>
Duress Alarms/System <input type="checkbox"/>		Duress Alarms/System <input type="checkbox"/>
Other (i.e. OHS board, JHSC info, etc): <input type="checkbox"/>		Meeting Place (Muster Station) <input type="checkbox"/>
		Emergency Preparedness (Incl. Personal) <input type="checkbox"/>
		Other: <input type="checkbox"/>
<b>Policy/Procedure General</b>	<b>Occupational Health Nurse Provincial Workplace Health Call Ctr.</b>	<b>Policy/Procedure Musculoskeletal Injury Prevention</b>
Corporate <a href="#">Occupational Health and Safety Policy</a> <input type="checkbox"/>	<b>Baseline Health Assessment</b> <input type="checkbox"/>	Attendance of Safe Patient Handling Regional Orientation <input type="checkbox"/>
Location of <a href="#">Workplace Health Standards and programs</a> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>Vaccination Records <input type="checkbox"/></li> <li>Other recommendations <input type="checkbox"/></li> </ul>	Completed <a href="#">MSIP online module</a> as part of LearningHub <input type="checkbox"/>
Right to <a href="#">Refuse Unsafe Work</a> (OHS Regulation Sec 3.12) process review <input type="checkbox"/>	<b>Blood Body Fluid Management and Reporting process</b> <input type="checkbox"/>	Review <a href="#">Safe Patient Handling Standard</a> <input type="checkbox"/>
<a href="#">Smoke-Free Premise/Scented Products Standard</a> <input type="checkbox"/>	<b>Communicable Disease Exposure Management</b> <input type="checkbox"/>	Review Patient Assessment <input type="checkbox"/>
Specific job hazards and risks e.g chemical, biological, BBF, sharps, <a href="#">Hazardous Drugs</a> , etc. (each area to identify) <input type="checkbox"/>	<b>Policy/Procedure Workplace Violence Prevention</b>	<ul style="list-style-type: none"> <li><a href="#">Point of Care Assessment Procedure</a> <input type="checkbox"/></li> <li><a href="#">Pre-Transfer Check</a> <input type="checkbox"/></li> <li><a href="#">Mobility Decision Tool</a> <input type="checkbox"/></li> </ul>
Slips, Trips, & Falls hazards – areas of risk, importance of cleaning up spills/accessing housekeeping, keeping hallways/doors/exits clear. <input type="checkbox"/>	Review <a href="#">Respectful Workplace and Human Rights Policy</a> (HR Resource Manual), & <a href="#">Workplace Violence Prevention Standard</a> <input type="checkbox"/>	Location of site patient handling equipment <input type="checkbox"/>
<b>WHMIS:</b> (Only as required and every 3 years thereafter) <input type="checkbox"/>	Review site specific Code White Procedure, Weapons in the Workplace, Working Alone or In Isolation (if applicable), and Domestic Violence policies <input type="checkbox"/>	<ul style="list-style-type: none"> <li>Mechanical Lifts and Slings <input type="checkbox"/></li> <li>Non-Mechanical devices (i.e. slider sheets, transfer belts, transfer boards) <input type="checkbox"/></li> <li>Other unit specific equipment <input type="checkbox"/></li> </ul>
<ul style="list-style-type: none"> <li>Online modules (LearningHub) <input type="checkbox"/></li> <li><a href="#">Accessing Safety Data Sheets</a> <input type="checkbox"/></li> <li>Work Procedures for hazardous products in workplace <input type="checkbox"/></li> <li>Location of Spill Kit <input type="checkbox"/></li> </ul>	Review Risk Communication procedure for site <input type="checkbox"/>	Specific MSI risks for the position (each area to identify) <input type="checkbox"/>
<b>Personal Protective Equipment:</b>	<ul style="list-style-type: none"> <li><a href="#">Alerts</a> <input type="checkbox"/></li> <li>Purple Dot System <input type="checkbox"/></li> <li>Behavioral Care Plan/Care Planning <input type="checkbox"/></li> <li>Kardex, etc. <input type="checkbox"/></li> </ul>	Demonstration of operation of mechanical lift (as appropriate) <input type="checkbox"/>
<ul style="list-style-type: none"> <li>Gowns/glove/masks and use <input type="checkbox"/></li> <li>Eye Protection <input type="checkbox"/></li> <li>Footwear Policy <input type="checkbox"/></li> <li><a href="#">Respiratory Protection Standard</a> (includes info on Fit testing) <input type="checkbox"/></li> </ul>	Duress Alarm process <input type="checkbox"/>	<ul style="list-style-type: none"> <li>Ceiling, Floor, Sit/Stand <input type="checkbox"/></li> </ul>
<b>Employee Reporting Review:</b> (what to report, where to report)	<b>Telephone Threat protocol</b> <input type="checkbox"/>	<b>MSIP Non-Patient Handling</b>
<ul style="list-style-type: none"> <li><a href="#">Workplace Health Call Centre</a> 1 866-922-9464 <input type="checkbox"/></li> <li>SLS Reporting <input type="checkbox"/></li> <li><a href="#">Online reporting</a> <input type="checkbox"/></li> <li>NO-Bully Line 1 844-662-8559 <input type="checkbox"/></li> </ul>	Egress routes from rooms/ treatment areas <input type="checkbox"/>	Review MSIP <a href="#">Computer/Ergonomics resources</a> (for office workers) <input type="checkbox"/>
	Accessing SafeWalk (Paladin) as applicable <input type="checkbox"/>	Review <a href="#">Safe Manual Material handling information</a> <input type="checkbox"/>
	<b>Infection Control General</b>	Completed MSIP Non-Patient Handling component of <a href="#">LearningHub module</a> <input type="checkbox"/>
	Review <a href="#">Hand Hygiene policy</a> <input type="checkbox"/>	<b>Others</b>
	Completed Infection Control module <input type="checkbox"/>	Accessing critical incident de-briefing ( <a href="#">Employee Wellness</a> ) 24/7: (1 800-505-4929) <input type="checkbox"/>
	Review <a href="#">Infection Control Manual</a> <input type="checkbox"/>	

Employee Signature		Date	
Manager Signature		Date	

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### Abbreviations and Definitions:

*BBF* – Blood, body fluids

*Egress* – exit, another way out

*EW* – Employee Wellness (formerly EFAP)

*Health and Safety Representative* – your Joint Occupational Health and Safety Committee representative

*MSDS* – Material Safety Data Sheet

*MSIP* – Musculoskeletal Injury Prevention

*SDS* – Safety Data Sheet

*OH&S* – Occupational Health and Safety

*PPE* – Personal Protective Equipment – includes gloves, gowns, footwear, N-95 masks, etc

*RACE* – Remove – Activate – Contain – Evacuate

*SLS* – Safety Learning System

*WSBC* - WorkSafeBC

*WVP* - Workplace Violence Prevention

### Links (You can only access this from a VCH computer):

For information on Workplace Health, please visit the Workplace Health page on MyVCH under Health, Safety, and Wellness. <https://my.vch.ca/working-here/health-safety-wellness>

For information on Employee Incident Reporting through the Provincial Workplace Health Call Centre, please visit the Incident Reporting page on MyVCH. <https://my.vch.ca/working-here/health-safety-wellness/health-safety-at-work/incident-reporting-investigation>

For information on the VCH Immunization program, please visit the Immunization and Clinics page on MyVCH. <https://my.vch.ca/working-here/health-safety-wellness/health-safety-at-work/exposure-prevention-and-management/baseline-health-immunizations>

For information on the Safety Learning System (SLS) used to report all patient/visitor safety related events as well as patient/staff related safety hazards, please visit Quality & Patient Safety site on MyVCH: <https://my.vch.ca/learning-practice/patient-safety-learning-system-psls>

For information on Musculoskeletal Injury Prevention, please visit the MSIP page on MyVCH: <https://my.vch.ca/working-here/health-safety-wellness/health-safety-at-work/ergonomics-musculoskeletal-injury-prevention-msip/safe-manual-material-handling>

### Education (Search “Safety” in LearningHub for a list of all related courses):

Course	Information	Frequency
<b>Recommended OHS Education</b>		
WHMIS	Information on the WHMIS program can be found on VCH Connect. Online course available on LearningHub. WHMIS 2015 Course: <a href="https://learninghub.phsa.ca/Courses/6941/">https://learninghub.phsa.ca/Courses/6941/</a>  WHMIS Laboratory Labels (only lab staff): <a href="https://learninghub.phsa.ca/Courses/7426/">https://learninghub.phsa.ca/Courses/7426/</a>	Every three years
N95 Fit Testing Respiratory Protection	Information on the Respiratory Protection Standard can be found on VCH Connect. Fit Testing is offered either through the departmental Fit Tester or via registration on LearningHub. <a href="https://my.vch.ca/working-here/health-safety-wellness/health-safety-at-work/exposure-prevention-and-management/personal-protective-equipment">https://my.vch.ca/working-here/health-safety-wellness/health-safety-at-work/exposure-prevention-and-management/personal-protective-equipment</a>	Annual Fit Testing
Workplace Violence Prevention	Online training available for High, Moderate, and Low risk staff via LearningHub. Attend one as applicable based on your department.  <a href="https://learninghub.phsa.ca/Courses/7558/provincial-violence-prevention-for-medium-and-high-risk-departments-8-modules">https://learninghub.phsa.ca/Courses/7558/provincial-violence-prevention-for-medium-and-high-risk-departments-8-modules</a>	Part of Regional Online Orientation
Orientation for Leaders (Manager/Supervisor training)	Occupational Health & Safety Orientation for Managers/Supervisors - Registration via LearningHub. Course: <a href="http://learninghub.phsa.ca/courses/12526">http://learninghub.phsa.ca/courses/12526</a> Refresher: <a href="http://learninghub.phsa.ca/courses/10104">http://learninghub.phsa.ca/courses/10104</a>	
MSIP for Clinical Staff and Non-Clinical Staff	Basic Musculoskeletal Injury Prevention information is available via LearningHub <a href="http://learninghub.phsa.ca/courses/9326">http://learninghub.phsa.ca/courses/9326</a>	
<b>Recommended OHS Education for JHSC Members</b>		
JHSC Education	Joint Health and Safety Committee education for new members <a href="https://learninghub.phsa.ca/Courses/16177/">https://learninghub.phsa.ca/Courses/16177/</a>	