

Occupational Health & Safety Orientation Checklist Corporate

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.

Employee Name			
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 Call and Response to: <input type="checkbox"/>	First Aid: <input type="checkbox"/>
Fire Pull Stations & Extinguishers <input type="checkbox"/>	<ul style="list-style-type: none"> Code Red (Fire) <input type="checkbox"/> Code Blue (Cardiac Arrest) <input type="checkbox"/> Code White (Aggressive Behaviour) <input type="checkbox"/> Code Orange (Disaster) <input type="checkbox"/> Code Brown (Haz Mat Spill) <input type="checkbox"/> Code Black (Bomb Threat) <input type="checkbox"/> Code Yellow (Missing Person) <input type="checkbox"/> Code Green (Evacuation) <input type="checkbox"/> 	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"/>		Fire: 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"/>
Policy/Procedure General	Occupational Health Nurse Workplace Health Call Centre	Policy/Procedure Musculoskeletal Injury Prevention
Corporate Occupational Health and Safety Policy <input type="checkbox"/>	Baseline Health Assessment <input type="checkbox"/>	Review MSIP Computer/Ergonomics resources (for office workers) <input type="checkbox"/>
Location of Workplace Health Standards and programs <input type="checkbox"/>	<ul style="list-style-type: none"> Vaccination Records <input type="checkbox"/> Other recommendations <input type="checkbox"/> 	Review Safe Manual Material handling information <input type="checkbox"/>
Right to Refuse Unsafe Work (OHS Regulation Sec 3.12) process review <input type="checkbox"/>	Blood Body Fluid Management and Reporting process <input type="checkbox"/>	Completed MSIP Non-Patient Handling component of LearningHub module <input type="checkbox"/>
Smoke-Free Premise/Scented Products Standard <input type="checkbox"/>	Communicable Disease Exposure Management <input type="checkbox"/>	
Specific job hazards and risks e.g chemical, biological hazards, etc. (each area to identify) <input type="checkbox"/>	Policy/Procedure Workplace Violence Prevention	Others
Slips, Trips, & Falls hazards – areas of risk, importance of cleaning up spills/accessing housekeeping, keeping hallways/doors/exits clear. <input type="checkbox"/>	Review Respectful Workplace and Human Rights Policy (HR Resource Manual), & Workplace Violence Prevention Standard <input type="checkbox"/>	Accessing critical incident de-briefing (Employee Wellness) 24/7: (1 800-505-4929) <input type="checkbox"/>
WHMIS:	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"> Completed through ROO <input type="checkbox"/> Accessing Safety Data Sheets <input type="checkbox"/> Complete WHMIS LearningHub courses only if required as part of position <input type="checkbox"/> 	Review Risk Communication procedure for site <input type="checkbox"/>	
Personal Protective Equipment:	<ul style="list-style-type: none"> Alerts <input type="checkbox"/> Purple Dot System <input type="checkbox"/> 	
<ul style="list-style-type: none"> Footwear Policy <input type="checkbox"/> Respiratory Protection Standard <input type="checkbox"/> 	Duress Alarm process <input type="checkbox"/>	
	<ul style="list-style-type: none"> Maintenance/Activation <input type="checkbox"/> Response <input type="checkbox"/> 	
Employee Reporting Review: (what to report, where to report)	Telephone Threat protocol <input type="checkbox"/>	
<ul style="list-style-type: none"> Workplace Health Call Centre 1 866-922-9464 <input type="checkbox"/> SLS Reporting <input type="checkbox"/> Online reporting <input type="checkbox"/> NO-Bully Line 1 844-662-8559 <input type="checkbox"/> 	Accessing Safewalk (Paladin) as applicable <input type="checkbox"/>	
	Infection Control General	
	Review Hand Hygiene policy <input type="checkbox"/>	
	Completed Infection Control module <input type="checkbox"/>	
	Review Infection Control Manual <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

HPAN – Hazard Prevention Alert Notice

SDS – Safety Data Sheet

MSIP – Musculoskeletal Injury Prevention

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
Recommended OHS Education		
WHMIS	Information on the WHMIS program can be found on VCH Connect. Online course available on LearningHub. WHMIS 2015 Course: https://learninghub.phsa.ca/Courses/6941/ WHMIS Laboratory Labels (only lab staff): https://learninghub.phsa.ca/Courses/7426/	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. https://my.vch.ca/working-here/health-safety-wellness/health-safety-at-work/exposure-prevention-and-management/personal-protective-equipment	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. https://learninghub.phsa.ca/Courses/7558/provincial-violence-prevention-for-medium-and-high-risk-departments-8-modules	Part of Regional Online Orientation
Orientation for Leaders (Manager/Supervisor training)	Occupational Health & Safety Orientation for Managers/Supervisors - Registration via LearningHub. Course: http://learninghub.phsa.ca/courses/12526 Refresher: http://learninghub.phsa.ca/courses/10104	
MSIP for Clinical Staff and Non-Clinical Staff	Basic Musculoskeletal Injury Prevention information is available via LearningHub http://learninghub.phsa.ca/courses/9326	
Recommended OHS Education for JHSC Members		
JHSC Education	Joint Health and Safety Committee education for new members https://learninghub.phsa.ca/Courses/16177/	

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