


# Occupational Health and Safety: Onboarding Presentation

Assists with completion of the Site-Specific Health & Safety  
Orientation Checklist

## ➤ Please take out your Site-Specific Health & Safety Orientation Checklist now

- The final slides of this presentation will review each topic of the list
- Complete the checklist as you go through the slides


 <b>UNIVERSITY OF CALGARY</b>		<b>Site-Specific Health &amp; Safety Orientation Checklist</b>	
Section:	OHSMS Departmental Manual	Date of Issue:	2006.01.01
Part:	Orientation and Training	Issued By:	Environmental Health and Safety
		Review Date:	2016.06.20
Pages:	2	Revision Date:	2016.06.20
		Revision #:	2
		Revised By:	DW, ES, CP, DD
<b>Name:</b>		<b>UCID#:</b>	
<b>Job Description/Position:</b>		<b>Start Date:</b>	
<b>Reports to Manager Name:</b>		<b>Department:</b>	
<b>Department Location (Building) and Employee Room Number(s):</b>			

Managers and Supervisors are responsible for completing site-specific health and safety orientation checklists with new and transferred employees (direct reports) to address critical health and safety issues before starting

- Review the following policies
  - [Occupational Health and Safety Policy](#)
  - [Workplace Violence Policy](#)
  - [Visitor Health and Safety Standard](#)
  - [Working Alone Guidelines](#)
  
- Review the following resources
  - [Facilities Management](#)
  - [Archibus](#)
  - [Fleet Operations](#)
  - [Risk Management & Insurance](#)

- Review applicable health and safety legislation
- The Alberta OHS Act, Regulation and Code is available at <https://www.alberta.ca/ohs-act-regulation-code.aspx>

- All faculty, students and staff at the University of Calgary have a shared responsibility for maintaining a safe and healthy work and learning environment.
- Review the [Occupational Health and Safety Management System Responsibilities Checklist](#)

 <b>UNIVERSITY OF CALGARY</b>  <b>Occupational Health and Safety Management System (OHSMS)</b>  <b>Responsibilities Checklist</b>	Managers <sup>1</sup> Supervisors <sup>2</sup>	Employees <sup>3</sup>
<b>Responsibilities, Policy and Legislation</b>		
<input type="checkbox"/> Understand and comply with the University's <a href="#">Occupational Health and Safety (OHS) policy</a> .	✓	✓
<input type="checkbox"/> Understand and comply with applicable health and safety laws, including the <a href="#">Alberta Occupational Health Safety Act</a> Section 2 "Obligations of employers, workers, etc."	✓	✓
<input type="checkbox"/> Know and understand your health and safety <a href="#">responsibilities</a> as outlined in this document.	✓	✓
<input type="checkbox"/> Provide regular and ongoing feedback to your direct reports regarding their health and safety performance.	✓	
<input type="checkbox"/> At least twice annually, informally tour work sites of your direct reports and reinforce health & safety practices and the University's commitment to health and safety.	✓	
<input type="checkbox"/> Provide your direct reports with resources such as training materials, equipment, personal protective equipment (PPE), etc. as reasonable to ensure that work can be performed safely.	✓	
<input type="checkbox"/> Understand and comply with the <a href="#">Contractor Accountability Safety Program</a> (CASP) and <a href="#">Visitor Health and Safety Standard</a> .	✓	✓

- The OHSMS Departmental Manual coordinator the Coordinator, Faculty Administrative Processes.
- The manual is located in the Coordinator, Faculty Administrative Processes office and contains information on:
  - Health and safety policies
  - Hazard identification
  - Inspection documentation
  - Orientation and training
  - Incident reporting

## ■ Right to Refuse Unsafe Work

- The general right of the employer to direct work is balanced by the requirement of employees to refuse unsafe work that presents an imminent danger to the health and safety of themselves or other employees present at the worksite.
- Unsafe work is work that involves an 'imminent danger'.
- Imminent danger can be a danger that is not normal for that type of work or a danger under which a worker in that type of work would not normally do the work.

- Hazard Assessment and Control Forms (HACF) are available to all employees on SharePoint
- Review the HACF for your position with your manager during your orientation
- Collect your personal protective equipment (if required in your role) from your manager
- Discuss hazards and controls on your first tour of the workplace
- Complete your hazard assessment training online





- The Environmental Health and Safety (EHS) department's website contains information on safe [work practices, procedures and programs](#)
- Review the safe work practices for your position and for the Faculty of Nursing such as:
  - Ergonomics
  - First aid
  - Slips, trips and falls prevention
  - Violence and Harassment
  - Working Alone

- To report unsafe or unhealthy conditions and practices
  - The Operations Coordinator, is the main contact for maintenance items in the Faculty of Nursing.
  - The University’s central online hazard form can be used if unable to contact the Operations Coordinator.
  - Click on the link and complete the form

<https://www.ucalgary.ca/risk/environment-health-safety/report-incident>

Report a Hazard or Concern	
<p>In the event of an <b>EMERGENCY</b> dial 403-220-5333 for Campus Security or dial 9-1-1 for Police, Fire or Ambulance</p> <p>Report the hazard / concern to your direct Supervisor and/or report to the appropriate department for correction.</p>	
Type	Report to
Building-related emergencies (water leaks, broken glass, and power outages)	Facilities Management at 403-220-7555, Monday to Friday, 8:00 a.m. to 4:30 p.m. For after-hour emergencies contact Campus Security at 403-220-5333.
Facility Issues	Facilities Management at 403-220-7555, Monday to Friday, 8:00 a.m. to 4:30 p.m. Submit an <a href="#">Archibus Workrequest</a> Email <a href="mailto:fmcustomercare@ucalgary.ca">fmcustomercare@ucalgary.ca</a>
Biological, chemical or radiation	Environment, Health and Safety at 403.220.6345 during business hours or Campus Security at 403.220.5333 after hours or in the event of an emergency.
Security threats	Campus Security at 403.220.5333
<p>For other non-emergency related hazards/concerns not addressed above, complete the fields below.</p> <p>First Name *</p> <input type="text"/> <p>Last Name *</p> <input type="text"/>	

- Health and Safety Modules to complete:
  - Occupational Orientation
  - Hazard Assessment
  - Incident Reporting
  - Workplace Inspections
  - Office Ergonomics
  - Respect in the Workplace
  
- **Completion of the Occupational Health & Safety Orientation and Hazard Assessment Training is mandatory for ALL employees.**
  
- Courses are accessed via [my.ucalgary.ca](http://my.ucalgary.ca) under “My Work”>> “PS Enterprise Learning”>> Search for course

- **The up-to-date list of fire wardens is always available on SharePoint.**

Name	Position	Section
Plysiuk, Gaylynnne	Fire Warden + First Aider (May)	PF 2nd Floor - Dean's Office side
Laqua, Helen	Fire Warden + First Aider	Craigie Hall 6th Floor / PF 2nd Floor - Dean's Office side (backup)
Sea, Lynda	First Aider (June)	Education
Lockyer, Emma	Fire Warden + First Aider (June)	PF 1st Floor - Undergraduate Advising Offices
Bode, Brenda	Senior Warden + First Aider (June)	PF 2nd Floor - Dean's Office side
Jones, Jackie	Fire Warden + First Aider (May)	PF 2nd Floor - Classroom side / Craigie Hall (back-up)
Lange, Christine	Fire Warden (May)	PF 2nd Floor - Research Office side
Cook, Karen	Fire Warden	PF 2nd Floor - Research Office side (back-up)
Parent, Nicole	Fire Warden	PF 2nd Floor - Research Office side
Jeff Dawes	Fire Warden	PF 1st Floor - Lab rooms

- **First Aid Kits are at the following locations and can also be located on the maps available through SharePoint.**

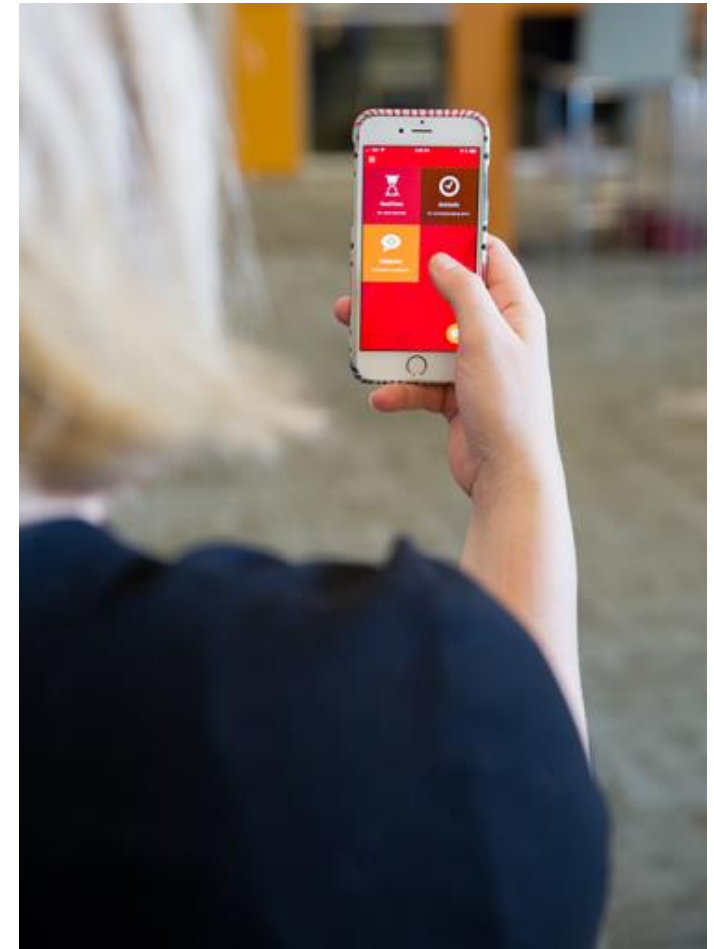
Location (Building)	Room
PF 2259	main office
PF 1213	main desk in CSLC
PF 2250	research office grad area
Craigie Hall	reception
Craigie Hall	by mailboxes
Education Classroom Block	EDC 291

- **AED Kits are at the following locations and can also be located on the maps available through SharePoint.**

Building	AED Location
Craigie Hall	Main Floor, C/D block foyer, under thermostat
Craigie Hall	Main Floor, University Theatre, all by ticket windows
Professional Faculties	2nd Floor, top of stairs between Nursing and EVDS
Professional Faculties	Mezzanine level, near Soup Link across from North Exit
Education Block	Main floor, under Assembly Point sign, by room 179

- **Should an emergency alarm sound, please evacuate the building immediately via the closest exit and proceed to the appropriate building assembly point.**
  
- The designated assembly points are as follows:
  - Professional Faculties building is the Education Block – Food Court
  - Craigie Hall building it is the Professional Faculties – Food Court.
  - Education Block is the Scurfield Hall – Atrium.

- **Delivers alerts and updates that can save lives and prevent injury**
  - Search “UC Emergency” wherever you get apps.
- **SoloSafe**
  - Check in with Campus Security when you’re working or studying alone.
- **HelpLine**
  - Connect to Campus Security and 911 at the touch of a button.
  - If you turn on location services, the app can pinpoint your exact location
- **TipLine**
  - Fast, easy way to report safety or security concerns.





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- **Within 24 Hours of an incident;**
  - Faculty/Staff member must report accident to their supervisor and seek medical attention (if required) as soon as they are able.
  - Faculty/Staff member completes a WCB Worker Report either online at or the printable version available on the intranet.
- **EHS department:**
  - Information on OARS reporting
- **Staff Wellness department:**
  - Information on WCB reporting



- **WCB Coverage and Travel**
  - If a faculty or staff member gets into a car accident and is injured during routine travel to and from work (i.e. from home to UofC and back home again), it is not reportable to WCB
  - If a faculty or staff member travels from UofC to a clinical site (for work purposes), gets into a car accident and is injured, it is reportable to WCB
  - For faculty members who travel from home to clinical sites and back home again, it might be reportable to WCB. A claim is filed to err on the side of caution.

- Campus security maintains the campus as a safe and pleasant place to live, work and study.
- Officers are on duty 24 hours/day to respond to security and emergency needs.

➤ **For life threatening emergencies**

**First:** Call 9-1-1

**Second:** Call Campus Security at 403-220-5333



- You have now completed your Health & Safety Orientation Checklist.
- Please sign and submit to Melanie Girard at [girardm@ucalgary.ca](mailto:girardm@ucalgary.ca)



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