



NEW EMPLOYEE ORIENTATION

A SAFE WELCOME TO OUR CAMPUS CHECKLIST

Royal Roads University strives to provide a safe working environment for all staff. As a supervisor or hiring manager, you have a number of responsibilities under the Workers' Compensation Board regulations with respect to ensuring the health and safety of employees who report to you, including but not limited to:

- providing safe working conditions and practices at the work site
- complying with the University's safety policies and procedures and Workers' Compensation Act and Regulations
- orienting staff to the safety and first aid requirements and facilities related to their job and work site

Please review the Occupational Health and Safety (OH&S) Program materials on the [OH&S webpage](#) to get a complete listing of your health and safety responsibilities as a supervisor or hiring manager.

The attached checklist is designed to assist you in providing a basic health and safety orientation for new employees joining the organization.

How to Use This Checklist

1. Print off a copy of the checklist for use during the employee's orientation to the University. It is important to complete the health and safety portion of the orientation as soon as possible upon the new employee's start date, as a health and safety emergency could arise at any time and it is essential that the new employee knows what to do.
2. Review the information contained within the checklist with the employee ensuring that you provide the basic information described herein, and answer any additional questions that the employee may have with respect to health and safety matters.
3. If there are health and safety questions that you are unable to answer, please contact [Karie Langejan](#) in Human Resources.

Occupational Health and Safety Checklist

✓ = Safety item reviewed with employee

Safety Item	✓	Details
RRU Safety Program		There is an RRU written safety program available on the OH&S page of the HR Website. The written safety program includes the University OH&S policy, general safety program components, as well as links to specific information such as the OH&S Committee email address and reporting forms for accidents, hazards, etc. New employees are advised to review this material during their first week and to refer to it as necessary during the course of their work.
WCB OH&S Regulations		In addition to having our own OH&S policy and procedures, as an employer in the province of BC, the University is required to operate within the comprehensive OH&S Regulations of the Workers' Compensation Act of BC. There are hard copies of these regulations available throughout the work site, and they can also be viewed on the WCB's website at www.worksafebc.ca .
Occupational Health & Safety Committee		RRU has an active OH&S Committee consisting of a cross-section of the University population. The Committee meets regularly to review health and safety matters, develop recommendations for program improvements, and to respond to employee health and safety concerns that have been raised.
Emergency Procedures and Response		I have met the Fire Warden for my area, and have been shown where the emergency exits are in the facility or facilities in which I will be working. I am familiar with the correct procedure for evacuating the building immediately whenever there is an alarm, and know the location of my muster point. I understand that if I require special assistance during evacuation, I must make the Floor Warden aware of the nature of my special needs.
First Aid		Employees must seek first aid treatment for all work related injuries. The First Aid room is located in Building 7B, and a First Aid attendant can be summoned by contacting Security at 391-2525 or calling direct to local 4114. Employees with special health or medical conditions are advised to notify the First Aid attendant so special assistance can be offered when required.
Reporting of Injuries		Work-related injuries or industrial diseases must be reported to your supervisor immediately. Upon being informed of an accident or injury, the supervisor is then required to complete an Accident Investigation using the correct form can be found on the OH&S webpage .
Bullying, Harassment and Discrimination Policy		Royal Roads University (RRU) is committed to providing a work environment free of bullying and harassment and discrimination; such behaviors will not be accepted or tolerated. All employees will be treated in a fair and respectful manner. The full overview of the policy can be found on the OH&S webpage .
Hazard Reporting		Should an employee encounter an unsafe working condition, it should be reported to his/her supervisor immediately. A Hazard Reporting form is available for reporting such hazards on the OH&S webpage .
Right to Know – Right to Refuse		Every worker at RRU has the right to refuse to perform any unsafe work activity or use any unsafe substance in the course of his or her duties. Anyone who wishes to exercise this right of refusal is referred to the WCB OHS&E reg. 3.12 for the correct procedure to follow.

Safety Item	✓	Details
WHMIS		WHMIS (Workplace Hazardous Materials Information System) is a WCB-required system that ensures employees are aware of the contents and correct handling procedures for hazardous substances they may be required to use in the course of their duties. WHMIS training is available for all employees who use such materials in their jobs. Supervisors are required to ensure that those employees who need WHMIS training receive it, and to ensure that all hazardous materials used by employees in that department are correctly identified and procedures are in place for proper use.
Personal Protective Equipment		RRU will provide required personal protective equipment (i.e. safety glasses, hard hats, etc.) for regular (continuing) employees and it is the responsibility of each employee to wear all required safety equipment, as directed. All personal protective equipment must be inspected daily before usage and employees should report any PPE malfunction to their supervisor.
Ergonomics & Safe Lifting Techniques		RRU strives toward providing an ergonomically safe worksite for all staff. If you find your workspace or workstation is not properly set up or equipped in order to prevent musculoskeletal injuries (MSI's), advise your supervisor so that corrective measures may be undertaken. Instruction and training in using proper safe lifting techniques will be provided, when your tasks require, by your supervisor or designate and monitored to ensure compliance.
Smoking on Campus		Smoking is not permitted inside any RRU facility or vehicle. Employees are advised not to smoke in close proximity to any of the buildings, as second hand smoke can penetrate thru open windows or air vents. Click to view the RRU Smoking Policy .
Operating University Vehicles		Only those persons who are authorized may use RRU vehicles in the course of their work responsibilities. Each operator must have a valid BC Driver's License for the class of vehicle to be operated. Use of the vehicle is for the purposes of RRU business only.
Wildlife Awareness		Our campus consists of a large tract of land that is essentially a wilderness environment. On occasion, cougars have been spotted. Security will alert staff via e-mail and post advisory signs whenever there have been sightings, however, everyone must be constantly aware and alert to avoid coming in contact with these wild animals. If you do see a cougar, immediately advise security at 391-2525.

My supervisor/hiring manager has provided me with a basic health and safety orientation and I am now aware of all the required OH&S information stated in this document.

Employee Name:	Date:
Supervisor:	Date:

Please forward a copy of this completed checklist to Human Resources.