



# NEW & YOUNG WORKER SAFETY ORIENTATION

*Site Specific Safety Orientation (part 2 of 2)*

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## Site Specific Young & New Worker Safety Orientation

This guide assists with meeting the WorkSafeBC “New & Young Worker” regulation that requires all new and young workers to be orientated and trained before beginning work. For UBC, a worker includes senior executives, faculty, staff and student workers. Contact Risk Management Services at 604-822-2029 if assistance is required.

The New & Young Worker Orientation has 2 parts for completion:

1. Part 1 is a general orientation that is on-line at <http://riskmanagement.ubc.ca/courses>
2. Part 2 is the site specific orientation
  - Some areas like Building Operations may combine both into one in-person training session.

## WorkSafeBC Definitions

- A. A new worker is any worker who is:
- New to the workplace;
  - Returning to a workplace where the hazards have changed during the worker’s absence;
  - Affected by a change in the hazards of a workplace; or,
  - Relocated to a new workplace where the hazards are different from the previous workplace.

- B. A young worker is any worker who is under twenty-five years of age.

## Orientation & Training on Safe Work Procedures

UBC must provide workers with orientation and training about safe work procedures and how to recognize hazards on the job before the worker begins working.

The Safety Orientation Document and Checklist (pages 3-4) sets out the most common site specific orientation and training topics. Other topics should be added, depending on the hazards of each workplace.

The amount of orientation and training provided to the worker depends on the circumstances of the workplace.

- A new hire will require a complete orientation before beginning work.
- A returning worker will require information on new hazards.
- An existing employee will require additional training when a change creates additional hazards.
- A worker relocated will require information on the hazards in the new location.



## Additional Training Courses

For certain jobs at UBC, additional training may be required. UBC Risk Management offers a number of safety related courses to supplement the New & Young Worker Orientation. Course can be found at

<http://riskmanagement.ubc.ca/courses>

Training Courses	Required for Work		
	Yes	No	Date Completed
Preventing & Addressing Workplace Bullying & Harassment <sup>1</sup>			
Chemical Safety Course			
Biological Safety Course			
Radioisotope Safety Course			
Occupational First Aid Level 1			
Transportation of Dangerous Goods			
Safety Committee Training Course			
Floor Warden Training			
WHMIS Training			
<i>Other course...</i>			

## Records

Documented training records must be retained for all UBC workers. These documents are generally retained in a central administration area or by the supervisor.

<sup>1</sup> Required for all UBC executives, faculty, staff, and student workers



University of British Columbia

# NEW & YOUNG WORKER SAFETY ORIENTATION

Site Specific Safety Orientation Document and Checklist<sup>2</sup>

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## Section 1

Worker Name: \_\_\_\_\_ Position: \_\_\_\_\_

Department/Faculty: \_\_\_\_\_

Work Location (Building & Address): \_\_\_\_\_

Start Date at Location (mm/dd/yy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Date of Orientation (mm/dd/yy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Direct Supervisor/Manager (Name & Title): \_\_\_\_\_

Person Providing Orientation (Name & Title): \_\_\_\_\_

- Reason for Orientation:  New hire  Restart after absence  Change in hazards  
 Relocation to new workplace with different hazards

## Section 2 (select one of the two options)

- I have successfully completed the on-line “General New & Young Worker Safety Orientation” (Part 1 of 2).

Enter course completion date: \_\_\_\_\_

Enter certificate ID number: \_\_\_\_\_

Or

- My new or young worker safety orientation was provided in-person and combines both general and site specific training (Part 1 & 2).

## Section 3 (signatures required after the completion of all topics under sections 2 & 4)

1 New or Young worker signature

\_\_\_\_\_  
(The information and corresponding education/training below was provided to me)

2 Orientation provider signature

\_\_\_\_\_  
(The information and corresponding education/training below was provided to the worker above)

<sup>2</sup> Customize checklist to meet specific needs for your workplace

**Section 4**

If the topic is not applicable mark "N/A" in the "Yes" column

	<b>Topic</b>	<b>✓Yes</b>	<b>Notes</b>
a	<b>Direct supervisor</b> I have been advised of my Supervisor's name and contact information		
b	<b>Workplace health and safety rules</b> I have been trained on the specific workplace safety rules specific to my work and have demonstrated to the trainer that I can perform the tasks safely.		
c	<b>Hazards to which the worker may be exposed</b> I have been advised about the hazards that may be encountered while performing my work tasks.		
d	<b>First aid and reporting illnesses and injuries</b> In addition to calling 604-822-4444 (Vancouver Point Grey Campus only) for urgent first aid issues, I have been advised of the departmental first aid location(s); first aid attendant(s); and, how to summon an attendant. I have also been advised of the procedure to report an occupational illness or injury.		
e	<b>Preventing and Addressing Workplace Bullying &amp; Harassment (B&amp;H)</b> I have completed the require course on preventing and addressing workplace B&H that is available on-line at <a href="http://riskmanagement.ubc.ca/courses">http://riskmanagement.ubc.ca/courses</a> .		
f	<b>Emergency procedures</b> I have been advised of the emergency situations that could occur in my work location and the procedures to follow in the event of an emergency evacuation. I know the location of the closest fire pull station and extinguisher.		
g	<b>Safety program and procedures</b> I have been oriented to the UBC Safety Policy #7 and the departmental safety program elements and procedures.		
h	<b>Local Safety Committee Members or Worker Safety Representative</b> I have been advised on how to contact the local safety committee, and the worker safety representative.		
i	<b>Working alone or in isolation (if applicable)</b> I have been trained on the policies and procedures to be followed for working alone or in isolation.		
j	<b>Violence in the workplace (if applicable)</b> I have been advised of the potential risk for violence or threat of violence in the workplace. I have been trained on the procedures to follow in minimizing or eliminating the risk and in responding to an incident.		
k	<b>Personal protective equipment (PPE) (if applicable)</b> I have the appropriate orientation and training in the use and care of any PPE or clothing that is required to safely perform my work.		
l	<b>Workplace Hazardous Material Information System (WHMIS) (if applicable)</b> I have been orientated to the hazardous materials in my workplace and trained on the procedures to work safely with these products and can respond appropriately in case of an emergency or spill.		

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