

SAFETY CHECKLIST

INSTRUCTIONS PAGE

Please use the following table below to guide you from start to finish. If some aspect of this instructions guide does not suit your particular needs, contact the Risk & Safety Department at 250-960- (5530) for further instructions.

This safety checklist is an important first step to help you assist your employee to work safely here at UNBC. The safety checklist also helps you to establish due diligence under Federal and Provincial safety laws. Please review these important Federal and Provincial safety laws if you are unclear about your legislated safety responsibilities to your employees: WorkSafeBC [WCA 117 – General Duties of Supervisors](#), [WCA PART 3 –DIVISION 10 – Accident/Injury Reporting](#); [Bill C-45 and Criminal Code section 217.1](#), WorkSafeBC Occupational Health & Safety Regulations (OHSR): [3.12 & 3.13 –Workers Right to Refuse Unsafe Work](#), [3.23 – Young or New Worker Orientation](#), [4.20.1 – Working Alone or in Isolation](#); [4.46 – Ergonomic Requirements](#). Please contact your Risk and Safety Department if you require advice on these or any of the many other safety laws that could apply to you.

CHECK BOX WHEN COMPLETE	STEP #	ITEMS TO CONSIDER/ACCOMPLISH
	1	On the first day of employment, the Supervisor reviews the Safety Checklist with the new Employee. *Please print double-sided.
	2	The Supervisor initials the pertinent safety orientation items that the Employee must complete within 30 days of employment.
	3	The Employee reviews the information in each required item and initials the box when completed.
	4	Once the items the Supervisor has initialed are completed by the Employee, the Employee and Supervisor sign and date the document on the first page, and return a COPY of the document to the RISK AND SAFETY department.
	5	The Employee and Supervisor should electronically scan or copy the document and BOTH keep it on permanent file for due diligence purposes. If you choose to print, please print double-sided copies.

SAFETY CHECKLIST

Note to Supervisor:

The following key has been designed to highlight the wide range of existing federal, provincial, municipal laws and UNBC policies and procedures that may affect your employees. The key has been designed to increase your awareness and ease when discussing specific safety topics that apply to your group.

It is important that supervisors advise the safety department of any updates required to this checklist as soon as possible when activities change, or when new activities and/or circumstances require an addition to the safety checklist. Please email the safety department with the required changes at safety@unbc.ca

Please take some time with your employee and orientate them on the topics below that apply to them.

With the exception of Section 1, some of the sections below will not apply to your employee and should be ignored.











Use the **blank section at the end of the document to fill in policies or procedures that are important and specific to your department & employee and are not listed here. **

Once completed by the employee, a printed record of this document should be kept in the supervisor's office, one copy sent to the Risk & Safety Department, and a copy given to the employee. The employee can access the links anytime by going to the UNBC safety site at <http://www.unbc.ca/safety/> and clicking on the *Safety Checklist icon*.

EMPLOYEE NAME: <input style="width: 90%;" type="text"/>	EMPLOYEE NUMBER: <input style="width: 90%;" type="text"/>
POSITION: <input style="width: 90%;" type="text"/>	
SUPERVISOR: <input style="width: 90%;" type="text"/>	EMPLOYEE SIGNATURE: _____ <i>(I acknowledge that I have completed the safety checklist as per my supervisor's instructions)</i>
DATE: <input style="width: 90%;" type="text"/>	SUPERVISOR SIGNATURE: _____

SECTION 1- General Considerations (APPLYS TO EVERYONE EMPLOYED AT UNBC)

Required By All	TOPIC	Further Information Can Be Found At:	Employee to Initial After Reviewed
	Employee Safety Orientation <ul style="list-style-type: none"> Review the information in the online education package 	http://www.unbc.ca/assets/safety/employee_safety_orientation.pdf	
	Ergonomics Program <ul style="list-style-type: none"> The ergonomics program is available for personnel with the goal of assisting them in the proper design and setup of their workstations 	http://www.unbc.ca/safety/ergonimics.html http://www.unbc.ca/safety/ergonomics_request.html	

Required By All	TOPIC	Further Information Can Be Found At:	Employee to Initial After Reviewed
	Keys and Identification <ul style="list-style-type: none"> Some areas are restricted access for safety and security reasons. Ensure the employee only has access to areas appropriate to their position Ensure Livetime access is set up 	Contact facilities for keys and access cards.	
	Important Forms and Waivers <ul style="list-style-type: none"> A variety of activities require informed consent or waivers. Review those activities that pertain to the position 	http://www.unbc.ca/safety/forms.html	
	Employee & Fire Safety <ul style="list-style-type: none"> Ensure all incidents are reported to the supervisor and that first aid forms are filled out within 24 hours and submitted to the Risk and Safety Department Identify all emergency egress routes and cover the safety procedures that exist in your building 	http://www.unbc.ca/safety/forms.html http://www.unbc.ca/assets/safety/wcb/6a.pdf http://www.unbc.ca/assets/safety/wcb/form_7.pdf	
	Incident/Accident Reporting and Investigation <ul style="list-style-type: none"> Review the proper protocols in case you see or are involved in an incident 	http://www.unbc.ca/assets/policy/pcrm/pcrm_incident_accident_reporting_and_investigation.pdf	
	Hazard Identification & Corrective Actions <ul style="list-style-type: none"> Discuss various hazards that are applicable to the position and mitigation strategies 	http://www.unbc.ca/safety/	
	UNBC Security + Parking Services <ul style="list-style-type: none"> Review: first aid, room assistance, safe walk program, security assistance, parking 	http://www.unbc.ca/parking/index.html	
	Occupational Health & Safety Committee <ul style="list-style-type: none"> Discuss the role of the OH&S committee and how to use it effectively 	http://www.worksafebc.com/default.asp	
	Safety Inspections & Audits <ul style="list-style-type: none"> Many departments get audited by the Risk & Safety department. Contact the Risk and Safety Department for information specific to your activities 	http://www.unbc.ca/safety/	
	Wildlife Around the Campus <ul style="list-style-type: none"> Bears, Moose and other wildlife can be encountered while walking around the university grounds. Read the info package and learn many interesting facts on what to do, and what not to do, when encountering these potentially dangerous animals 	http://www.unbc.ca/safety/wildlife.html	
	Live-Time Orientation <ul style="list-style-type: none"> Review how to input requests into Live-Time to resolve issues such as snow accumulation, slippery sidewalks, missing extinguishers, etc 	https://facilities.unbc.ca/LiveTime/WebObjects/LiveTime.woa	

SECTION 2 - Travel (Vehicle, Boat, Air) & Other Considerations

Supervisor to Initial if Required	TOPIC	Further Information Can Be Found At:	Employee to Initial After Reviewed
	UNBC Travel Policies <ul style="list-style-type: none"> • Official travel policies as they apply to you • International Students travel policies • Other travel information (medical, warnings info, etc) 	http://www.unbc.ca/safety/international_travel.html http://www.voyage.gc.ca/countries_pays/menu-eng.asp	
	Hazard Assessment/ Risk Review <ul style="list-style-type: none"> • Many areas in Canada and around the world contain hazards and risks that should be recognized and mitigated. Review the procedure before planning travel arrangements 	Contact the Risk & Safety Department for more information.	
	Vehicle Insurance & Safety Equipment <ul style="list-style-type: none"> • Must be adjusted at the insurance broker to accommodate the new intended use, even if it is for a short duration • Ensure each UNBC vehicle has the appropriate safety equipment 	http://www.unbc.ca/safety/international_travel.html For changes to UNBC fleet vehicles – email safety@unbc.ca	
	Vaccinations <ul style="list-style-type: none"> • Mitigate the potential for contracting disease when travelling to areas outside Canada 	http://www.unbc.ca/safety/international_travel.html http://www.northernhealth.ca/	
	Work in Another Province <ul style="list-style-type: none"> • Regardless of how brief, work in other provinces or territories requires registration with the provincial or territorial Workers Compensation Board to be covered in the event of an occupational accident • Contact the payroll officer for more detailed information 	Review other provinces requirements and inquire about registration well ahead of the work trip. Contact the payroll officer for more detailed information	
	Travel to Locations Outside Prince George <ul style="list-style-type: none"> • Discuss daily check-in practices and procedures and emergency plans 	http://www.unbc.ca/safety/international_travel.html	
	International Travel will/could Require: <ul style="list-style-type: none"> • Passports • Possible safety checks on the country travelling to via Canada’s Department of Foreign Affairs • Possible special vaccinations • Special medical coverage • Added insurances and waivers 	http://www.unbc.ca/safety/international_travel.html Contact the Risk & Safety Assistant at 250-960-5020 for more details.	
	Pandemic Plan <ul style="list-style-type: none"> • UNBC has a pandemic plan which outlines the possible actions that will be taken at various levels of a crisis 	http://www.unbc.ca/pandemic/ http://www.fightflu.ca/index-eng.html	

SECTION 3 – Laboratory Considerations

Supervisor to Initial if Required	TOPIC	Further Information Can Be Found At:	Employee to Initial After Reviewed
	<p>Chemical Laboratories</p> <p>Student Laboratory Safety Orientation (SLSO)</p> <ul style="list-style-type: none"> • All students, including student employees, must complete the online course and test before entering a lab • Contact the Risk, Safety & Security Assistant at safety@unbc.ca to get registered for the course • A key for the lab, if required, will be issued after successful completion of the SLSO training <p>Chemical Safety and Hazardous Waste Management Training</p> <ul style="list-style-type: none"> • Contact the Dispensing Chemist for specific training dates at 250-960-(6472) 	<p>http://www.unbc.ca/safety/lab_safety.html#LabSafety</p> <p>http://www.unbc.ca/assets/safety/lab_safety/safety_orientation_checklist.pdf</p> <p>http://www.unbc.ca/assets/safety/manuals/unbc_chemical_safety_manual_2010.pdf</p> <p>http://www2.worksafefbc.com/Publications/OHSRegulation/GuidelinePart30.asp</p> <p>Contact Chemist for course dates</p>	
	<p>Biological Laboratories</p> <ul style="list-style-type: none"> • Contact the Bio Safety Officer at 960-(6053) for training and information 	<p>http://www.unbc.ca/assets/safety/biosafety/laboratory_biosafety_guidelines.pdf</p> <p>Contact Biosafety Coordinator for course dates</p>	
	<p>Radiation Safety Training</p> <ul style="list-style-type: none"> • Contact the Radiation Safety officer at 250-960-(5530) for training and information if you will be working with Radiological sources 	<p>http://www.unbc.ca/assets/policy/pcrm/pcrm_radionuclides_radiation_hazard.pdf</p> <p>http://www.unbc.ca/assets/safety/lab_safety/rad_manual_2010.pdf</p> <p>http://www.nuclearsafety.gc.ca/</p> <p>Contact Risk & Safety Coordinator for course dates</p>	

SECTION 4 – Field Trip Safety Considerations

Supervisor to Initial if Required	TOPIC	Further Information Can Be Found At:	Employee to Initial After Reviewed
	Hazard Assessment/ Risk Review Process <ul style="list-style-type: none"> New or amended research plans, projects and activities require a risk assessment and analysis 	http://www.unbc.ca/assets/safety/fieldwork_informed_consent_form.pdf http://www.unbc.ca/assets/safety/lab_safety/fieldwork_policy.doc http://www.unbc.ca/assets/safety/fieldwork_critical_data_form.pdf http://www.unbc.ca/assets/safety/unbc_field_procedures_and_safety_manual_may_2010_draft.pdf Contact Risk & Safety Coordinator for more information	
	First Aid Training <ul style="list-style-type: none"> Field Work Safety Manual section 3.3.1- All persons engaging in field work must have a valid Level 1 First Aid ticket. Remember to report all incidents and injuries to the Risk and Safety Department within 24 hours 	Contact Continuing Studies	
	Field Crew Information Forms <ul style="list-style-type: none"> Appendix A of the manual illustrates the steps and procedures for information forms 	http://www.unbc.ca/assets/safety/unbc_field_procedures_and_safety_manual_may_2010_draft.pdf	
	Contact Procedures <ul style="list-style-type: none"> See section 3.1 of the field manual 	http://www.unbc.ca/assets/safety/unbc_field_procedures_and_safety_manual_may_2010_draft.pdf	
	Wildlife Concerns <ul style="list-style-type: none"> Bears, Moose and other wildlife may pose a danger Take the Bear Aware course and find out the exact requirements by your department 	http://www.unbc.ca/assets/safety/unbc_field_procedures_and_safety_manual_may_2010_draft.pdf	
	Working Alone <ul style="list-style-type: none"> Ensure that check-in and working alone protocols are clearly laid out and followed Sec 4.1 – Daily Routine Sec 3.1 – Contact procedures 	http://www.unbc.ca/assets/safety/unbc_field_procedures_and_safety_manual_may_2010_draft.pdf	
	Working in Remote Areas <ul style="list-style-type: none"> Sec 3.2.5-Bearspray Sec 3.2.6-Bear Bangers Sec 3.3.6-Firearms Use 	http://www.unbc.ca/assets/safety/unbc_field_procedures_and_safety_manual_may_2010_draft.pdf	
	Avalanche Risk <ul style="list-style-type: none"> Sec 3.3.5- Avalanche awareness 	http://www.unbc.ca/assets/safety/unbc_field_procedures_and_safety_manual_may_2010_draft.pdf	

Supervisor to Initial if Required	TOPIC	Further Information Can Be Found At:	Employee to Initial After Reviewed
	Working with Dangerous Equipment <ul style="list-style-type: none"> • Sec 3.3.3-Chainsaw use • Sec 3.3.4-Pulaski, Fire axes, knives 	http://www.unbc.ca/assets/safety/unbc_field_procedures_and_safety_manual_may_2010_draft.pdf	
	Driving on Forest Service Roads <ul style="list-style-type: none"> • Sec 3.4- Operating university vehicles • Sec 6.0- Vehicle maintenance, troubleshooting, off-road truck use, radio calling 	http://www.unbc.ca/assets/safety/unbc_field_procedures_and_safety_manual_may_2010_draft.pdf	
	Danger Tree Risk <ul style="list-style-type: none"> • Sec 4.1- Danger tree hazards 	http://www.unbc.ca/assets/safety/unbc_field_procedures_and_safety_manual_may_2010_draft.pdf	
	Working Around Industrial Operations <ul style="list-style-type: none"> • See the manual for more detailed information 	http://www.unbc.ca/assets/safety/unbc_field_procedures_and_safety_manual_may_2010_draft.pdf	
	Firearms <ul style="list-style-type: none"> • Use of firearms on UNBC campuses is strictly prohibited • Sec 3.3.6- Firearms use 	http://www.unbc.ca/assets/safety/unbc_field_procedures_and_safety_manual_may_2010_draft.pdf	
	Working In/Near Water <ul style="list-style-type: none"> • Sec 7.0- Aircraft and Boats 	http://www.unbc.ca/assets/safety/unbc_field_procedures_and_safety_manual_may_2010_draft.pdf	
	Boating Issues <ul style="list-style-type: none"> • Sec 7.0- Aircraft and Boats 	http://www.tc.gc.ca/eng/marinesafety/debs-obs-menu-1362.htm	
	All Terrain Vehicle Issues <ul style="list-style-type: none"> • Training is required before operating an ATV • Special gear is required to operate ATV's safely 	http://www.unbc.ca/assets/safety/unbc_field_procedures_and_safety_manual_may_2010_draft.pdf	
	Snowmobile Issues <ul style="list-style-type: none"> • Training is required before operating a snowmobile • Special gear is required to operate a snowmobile safely 	http://www.unbc.ca/assets/safety/unbc_field_procedures_and_safety_manual_may_2010_draft.pdf	
	Helicopter Safety Issues <ul style="list-style-type: none"> • Sec 7.0- Aircraft and Boats 	http://www.unbc.ca/assets/safety/unbc_field_procedures_and_safety_manual_may_2010_draft.pdf	
	Transportation of <u>D</u>angerous <u>G</u>oods (TDG) <ul style="list-style-type: none"> • TGD training is required if you are planning on transporting chemicals or other dangerous good to any location away from the university 	http://www.unbc.ca/assets/safety/unbc_field_procedures_and_safety_manual_may_2010_draft.pdf	
	<u>W</u>orkplace <u>H</u>azardous <u>M</u>aterials <u>I</u>nformation <u>S</u>ystem (WHMIS) <ul style="list-style-type: none"> • In some cases, specialized WHMIS courses may be required. Contact your Supervisor and/or the Risk and Safety Coordinator at 5530 for clarification 	http://www.unbc.ca/assets/safety/unbc_field_procedures_and_safety_manual_may_2010_draft.pdf	

