

# SAFETY CHECKLIST

Employee Name: <small>print</small>		Employee Number:	
Position :		Department:	
Start Date: <small>(DD/MM/YY)</small>		End Date: <small>(DD/MM/YY)</small>	
UNBC Supervisor Name: <small>print</small>		Employee Signature:	Date Signed:
UNBC Supervisor Signature:	Date Signed:		

**INSTRUCTIONS:**

This safety checklist is an important first step to help you assist your employee or person under your direction to remain safe here at UNBC. The safety checklist also helps you to establish due diligence under Federal and Provincial safety and civil laws. Please review these important Federal and Provincial safety laws:

Workers Compensation Act: <https://www.worksafebc.com/en/law-policy/workers-compensation-law/workers-compensation-act>

WorkSafe BC Occupational Health & Safety Regulations (OHSR): <https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation>

*Please contact the Risk and Safety Department if you require advice on these or any of the many other safety laws that could apply to you.*

**NOTE TO SUPERVISOR:**

The following checklist has been designed to highlight the wide range of existing federal, provincial, municipal laws and UNBC policies and procedures that may affect you and the person(s) under your direction. The checklist has been designed to increase everyone’s safety awareness and to streamline discussion specific safety topics that apply to your group. Please remember that it is also incumbent upon you as supervisor, to provide a specific orientation to the departmental workspace operations for the area the employee (person under your direction) will be working.

Please review this checklist with the employee/person under your direction to help provide a comprehensive safety orientation on the topics that apply to them in their role.

**Form Copies and Storage:**

Once the checklist has been completed by the employee and signed by the Supervisor, a copy is to be emailed to the Risk & Safety Office: [safety@unbc.ca](mailto:safety@unbc.ca); a copy provided to the employee for their reference; and a copy is to be retained by the Supervisor and stored in a secured electronic file, or a hard copy securely stored in the Supervisor’s office. The content of the safety checklist can always be accessed at UNBC safety site at [www.unbc.ca/safety](http://www.unbc.ca/safety).

**Form Feedback/ Suggestions/ Requirements**

It is important that Supervisors advise the Risk & Safety Office of any suggested or required updates to this checklist as soon as possible when activities change, or when new activities and/or circumstances give rise for additional safety awareness that require changes to the safety checklist. Please email the safety department with your suggestions or required changes to: [safety@unbc.ca](mailto:safety@unbc.ca)

# SAFETY CHECKLIST

Required	TOPIC	Further Information Can Be Found At:	Initial once reviewed
✓	<b>Employee Safety Orientation (3 modules)</b> <ul style="list-style-type: none"> <li>• <b>Commitment to Safety</b> (General information, rights and responsibilities, Supervisor definition and role, Workers Compensation Act, right to refuse and physical/mental impairments)</li> <li>• <b>Emergency Services</b> (First aid and medical emergencies, reporting injuries, campus closure, weather and UNBC Safe App)</li> <li>• <b>Procedures and Safety Resources</b> (JOHS, Safe walk, smoking and cannabis)</li> </ul>	Log into the UNBC Training and Development Course: <a href="https://www.unbc.ca/human-resources/unbc-training-development">https://www.unbc.ca/human-resources/unbc-training-development</a>	
✓	<b>Campus Safety and Security Orientation (4 modules)</b> <ul style="list-style-type: none"> <li>• <b>Security and Parking</b> (Emergency procedures, campus security, and Parking)</li> <li>• <b>Fire Safety</b> (Building evacuation procedures, fire drills, safety tips, and muster points)</li> <li>• <b>Working Alone</b> (Procedures for working alone or in isolation)</li> <li>• <b>Wildlife around campus</b> (Awareness of various wildlife in and around the UNBC campus)</li> </ul>	<i>Remember to discuss plans in place about your specific workspace with your supervisor!</i>  Log into the UNBC Training and Development Course: <a href="https://www.unbc.ca/human-resources/unbc-training-development">https://www.unbc.ca/human-resources/unbc-training-development</a>	
✓	<b>Respect in the Workplace Policy and Procedures</b> <ul style="list-style-type: none"> <li>• UNBC Policy and procedures, bullying and harassment, resources and support, how to report and investigations</li> </ul> <p><i>You are required by law to review this yearly!</i></p>	Log into the UNBC Training and Development Course: <a href="https://www.unbc.ca/human-resources/unbc-training-development">https://www.unbc.ca/human-resources/unbc-training-development</a>	
✓	<b>Sexual Violence and Misconduct Policy and Procedures</b> <ul style="list-style-type: none"> <li>• UNBC Policy and procedures, resources and support, how to report and investigations</li> </ul>	Log into the UNBC Training and Development Course: <a href="https://www.unbc.ca/human-resources/unbc-training-development">https://www.unbc.ca/human-resources/unbc-training-development</a>	
✓	<b>Ergonomics Program</b> <ul style="list-style-type: none"> <li>• The ergonomics program is available for UNBC <b>employees</b> with the goal of assisting them in proper design and set up of their workstations and assess risks for repetitive jobs or tasks.</li> </ul>	<a href="https://www.unbc.ca/safety/ergonomic-program-overview">https://www.unbc.ca/safety/ergonomic-program-overview</a> <a href="https://www.unbc.ca/safety/ergonomics">https://www.unbc.ca/safety/ergonomics</a>	
✓	<b>TMA Orientation</b> <ul style="list-style-type: none"> <li>• TMA is the online system that community members use to submit maintenance requests regarding infrastructure or janitorial requests on campus</li> </ul>	<a href="https://www.unbc.ca/facilities">https://www.unbc.ca/facilities</a> <a href="https://www.unbc.ca/facilities/frequently-asked-questions">https://www.unbc.ca/facilities/frequently-asked-questions</a>	

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	<p><b>UNBC Travel Policies</b></p> <ul style="list-style-type: none"> <li>UNBC personnel who travel on UNBC business</li> </ul>	<p><a href="https://www.unbc.ca/contracts-supply-chain-management/travel-bookings">https://www.unbc.ca/contracts-supply-chain-management/travel-bookings</a></p>	
	<p><b>UNBC Vehicle Insurance and Safety Equipment</b></p> <ul style="list-style-type: none"> <li>UNBC Personnel who operate UNBC fleet vehicles</li> </ul>	<p><a href="https://www.unbc.ca/safety/insurance">https://www.unbc.ca/safety/insurance</a></p> <p><a href="https://www.unbc.ca/safety/operating-a-unbc-vehicle">https://www.unbc.ca/safety/operating-a-unbc-vehicle</a></p>	
	<p><b>Work in Another Province</b></p> <ul style="list-style-type: none"> <li>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</li> </ul>	<p>Review other provincial requirements and inquire about registration well ahead of the work trip.</p> <p>Contact Payroll Officer for more detailed Information</p>	
	<p><b>Field Work and Orientation</b></p> <ul style="list-style-type: none"> <li>Field work procedures and safety manual, project risk assessment form, training courses, forms and documentation</li> </ul>	<p><a href="https://www2.unbc.ca/safety/field-safety">https://www2.unbc.ca/safety/field-safety</a></p>	
	<p><b>Science Laboratory Orientation Checklist (for science labs in building 4, 8 &amp; 9)</b></p> <ul style="list-style-type: none"> <li>Chemical Safety, SLSO, Biohazard Safety, Animal Work, Radiation, Lasers</li> </ul>	<p><a href="https://www.unbc.ca/labs/laboratory-forms-faculty">https://www.unbc.ca/labs/laboratory-forms-faculty</a></p>	
	<p><b>Special Training</b> - (this is not a comprehensive list)</p> <ul style="list-style-type: none"> <li>Avalanche</li> <li>Working with Dangerous equipment</li> <li>Driving on Forest Service Roads</li> <li>Danger Tree Risk</li> <li>Working Around Industrial Operations</li> <li>Firearms</li> <li>Working in or Near Water</li> <li>Boating issues</li> <li>All-Terrain Vehicle or Snowmobiles</li> <li>Helicopter Safety</li> <li>Unmanned Aerial Vehicles (UAV) and Drones, External operator Application</li> </ul>	<p><i>Ensure you have the proper training. Discuss with your supervisor any special needs or training required for your position.</i></p> <p><i>Contact the Safety office for more information:</i></p> <p><a href="https://www.unbc.ca/safety/contact">https://www.unbc.ca/safety/contact</a></p>	
	<p><b>Other</b> – (Any other training or orientation provided note here –attach separate sheet if required)</p> <ul style="list-style-type: none"> <li>_____</li> <li>_____</li> <li>_____</li> </ul>	<p><i>Discuss with your Supervisor what other specific safety considerations will be required for you job!</i></p>	