

Safety Orientation

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Introduction

All employees hired by Memorial University shall be informed about their rights and responsibilities under the Occupational Health and Safety Act, job-specific health and safety policies and regulations, requirements for the use of personal protective equipment (e.g., CSA-approved safety footwear, eyewear), and WHMIS requirements.

1.0 Purpose

To provide a base safety orientation to workers describing to them their legislative rights and obligations and to describe safe work practices and policies that apply to their job and work.

2.0 Application

This procedure applies to all faculty, staff, students, and visitors, with emphasis on new employees. The Contractor Safety Procedure gives contractor orientation requirements.

3.0 Guidelines

3.1 All employees will be informed about their rights under the Occupational Health and Safety Act (OHSA), with specific emphasis on:

- Right to know about workplace hazards and controls;
- Right to participate in decisions about their personal health and safety;
- Right to refuse unsafe work.

3.2 Employees will be instructed about any hazardous materials in the workplace, through Workplace Hazardous Materials Information System (WHMIS), and about Material Safety Data Sheets (MSDS's) training designed to protect their health and safety on the job.

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- 3.3 Employees shall be provided with tools and equipment necessary to do the job safely and shall be trained accordingly in their safe use and maintenance.
- 3.4 Employees will be informed about Memorial's safety policies and procedures as well as the concepts of Hazard Recognition, Evaluation and Control, and the Internal Responsibility System for safety at Memorial. Additional emphasis will be placed on the specific risks associated with the jobs and tasks to be completed by the employee, as well as emergency measures to be taken in the event of an accident.
- 3.5 The Department of Health & Safety will assist supervisors by preparing a standard presentation for delivery during safety orientation sessions.

4.0 Student Orientation

- 4.1 Students may be hired to perform a number of summer relief tasks and jobs, as well as other jobs on campus during the semester for which they may receive remuneration. Supervisors with responsibility for summer relief students or students who may work part time during a semester will be required to conduct a job or site-specific safety orientation program to ensure the risks associated with the jobs students will be performing are adequately covered.
- 4.2 Students will receive a thorough introduction to the safe work practices and procedures required to enable them to work safely in their respective lab, work area, facility, or field research placement. Supervisors shall ensure potential risks associated with the work students will be required to undertake will be identified; quantified as to potential for frequency of occurrence, severity of risk, and possible consequences; and fully communicated. (See Recognition, Evaluation, and Control of Hazards Procedure).

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5.0 Student Responsibilities

Students are responsible for:

- Keeping themselves informed of conditions affecting their health and safety;
- Participating in training programs provided by their supervisors and instructors;
- Adhering to healthy and safe practices in their workplace, classroom, laboratory, and student campus residences; and
- Advising their supervisors or instructors of serious hazards in the workplace, classroom, or laboratory.

5.2 It is the intention of the University to maintain and to improve workplace health and safety for all of its members. The University needs the co-operation of students in meeting these obligations. The procedure by the University is extended to all students while engaged in University activities. All students are therefore reminded of their general obligations to the University:

- To take reasonable care for the health and safety of his/herself and of other persons who may be affected by his/her acts or omissions.
- To seek medical advice from a doctor if he/she suspects any medical condition that may be study/course related.
- Not to interfere with or misuse equipment provided for safety purposes.
- To co-operate with the University to enable it to comply with any relevant statutory provisions.

To co-operate with the University in the use of such personal protective equipment as may be required to be worn because of a 'safety risk assessment' carried out on an activity during practical classes and project work.

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6.0 Conditions of Employment for Students and Young Workers

- 6.1 All young workers, including volunteers, must be informed prior to starting their jobs about any requirements that may be a condition for their position. For example, CSA-approved safety footwear is mandatory for all workers in large animal facilities, at agricultural operations of the University, and in Physical Plant operations. The minimum standard for footwear in other workplaces such as laboratories and kitchens would be closed-top and non-slip footwear (i.e., sandals are inappropriate). Supervisors must ensure that these standards are enforced.
- 6.2 The first day of employment must be devoted to job-specific safety orientations. The orientation session must cover all hazards and their controls in your workplace, the personal protective equipment required to perform safe work, workplace specific WHMIS, local emergency procedures, and both incident and unsafe condition reporting requirements.
- 6.3 Personal Protective Equipment (PPE)
The University's Safety Policy and Procedures Manual provides guidance on personal protective equipment that will be essential for many students' occupations, e.g., eye and ear protection, or protective clothing such as coveralls and lab coats. Memorial is required by legislation to ensure PPE necessary for the job is provided and used as required.
- 6.4 Lab workers must be instructed on safe work procedures for hazardous materials including emergency procedures for incidental and complex spills. The use of spill kits, safety showers, and fire extinguishers must be explained to new laboratory personnel. The Lab Safety Procedure will complement your instructions about hazardous materials management in the laboratory.

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Sample Safety Orientation Checklist (Please check all responses that apply)

This checklist is to be used by all supervisors as a guide to ensure all relevant safety information is shared and discussed with new workers or students prior to work being undertaken by workers or students.

_____ Thoroughly understand your responsibilities regarding the Departmental Safety Program.

These responsibilities include but are not limited to:

- safety orientation program
- first-aid training
- accident prevention
- accident reporting and investigation
- hazard communication program
- chemical hygiene plan
- chemical spills procedure
- worker protection standard
- radiation safety; biohazard handling
- hazardous waste disposal
- Laboratory Safety Manual
- Radiation Safety Manual

_____ Supervisors: If you are a Supervisor, you are responsible for implementing and maintaining the provisions of the Departmental Safety Program. This applies to your workgroup(s) and workplace(s).

_____ Supervisors will maintain open communication with those whom they supervise and with safety committee members to ensure that safety problems are resolved.

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_____ Supervisors will monitor work and safety conditions in their workplace to ensure compliance with regulations and safe practice, and will work to develop a positive attitude among employees toward accident prevention.

_____ Supervisors are responsible for providing safe working conditions for employees.

_____ Training: Understand your responsibility in insuring that all employees in your jurisdiction have completed appropriate safety orientation(s). Immediate supervisors are responsible for orienting and training individuals undertaking new job responsibilities; this training should take place on the first day of employment on the new job.

_____ All employees will be oriented with the General Safety Orientation Checklist and the orientation checklists applicable to their specific work area.

_____ Employees who work under specified conditions (such as hazardous chemicals, radiation, lasers, heavy equipment) are to receive training as required by WSU SPPM S20.30.1. These checklists (signed and dated by the supervisor and the employee) and copies of certificates of training become part of the employee personnel file in the main office.

_____ Foreign Students: Supervisors are to ensure that employees/students who use English as a second language are able to comprehend the orientation. Provide an interpreter, if necessary.

_____ First Aid Training/Accountability: Principal Investigators are responsible for insuring that all workplaces are clearly posted with emergency contact information, including nearby worker with certified first aid training. It is recommended that these be posted outside the workstation door.

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_____ There is to be a minimum of one first-aid/CPR trained individual in each laboratory or workstation under the supervision of the faculty member. It is recommended that all faculty members maintain current first-aid/CPR certification.

_____ It is recommended that student laboratories and field trips include an individual with current first aid certification.

_____ In addition, it is recommended that field trips should include an accountability system as to the students' whereabouts.

_____ Personal Protection Equipment: Principal Investigators are required to provide adequate personal protective equipment as required by MUN's procedures on Personal Protective Equipment

_____ In addition, you are to ensure that all employees under your jurisdiction have been personally shown the location of all relevant safety equipment and its use and are familiar with fire survival plans and evacuation routes.

_____ Accident/Incident Investigation: Understand your responsibility in insuring that all accidents, injuries, and illnesses are reported properly. Supervisors are to investigate all accidents and keep copies of all accident reports.

_____ MSDS/Chemical Safety: The Principal Investigator is ultimately responsible for maintaining the MSDS file for work areas under his/her jurisdiction.

_____ Chemical hazard information must be provided to employees prior to assignment of work with the hazard.

_____ MSDS forms must be requested when chemicals are purchase or be obtained via EHS or online MSDS ordering.

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_____ Proper handling procedures for transport of chemicals off campus, on campus, and between laboratories must be followed by all workers handling chemicals.

_____ Workplace Inspections: Principal Investigators or laboratory supervisors are required to perform or to certify the safety self-inspection for each functional space in the laboratory workplace. The certification must be in written form, signed, and dated.

I have been introduced to all points in this safety checklist and fully understand them.

Employee _____ Date _____

Orientation Supervisor _____ Date _____

Legislative reference: OH&S Act Section: 5, 7. OH&S Regulations: Part III, 12 (1) (e).

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