

NEW EMPLOYEE //TEACHER-ON-CALL HEALTH & SAFETY ORIENTATION FORM

If you have any questions to the following, please contact your supervisor for the appropriate training. Unless otherwise stated, your supervisor is the Principal of the school you are currently working at.

SCHOOL DISTRICT NO. 48 (SEA TO SKY)

School Name _____

As a new employee, the following is intended to provide you with a basic safety orientation to the above-noted school. In addition to understanding this information if you have an ongoing assignment at this school, you are required to complete the additional Health and Safety Orientation Checklist with your immediate supervisor within 1 month of hire with School District No. 48 (Sea to Sky).

Please **READ** the following, ask questions and familiarize yourself with these safety fundamentals **PRIOR TO** proceeding to class/work.

- The Health and Safety Bulletin Board is located _____
- The First Aid Room and supplies are located _____
- The First Aid Attendant is _____ and can be contacted at _____

- Report work-related injuries to _____
- Report general hazards observed to _____
- Report concerns over Indoor Air Quality to _____
- In the event of an evacuation/fire alarm, evacuate and assemble _____

- Report a hazardous spill to _____
- MSDS's are kept in _____
- If you are trained in their safe handling, hazardous waste, bio-hazardous waste and sharps are to be disposed of in marked containers located at _____
- Sign in procedures for this school are to be provided by _____.
- Please go to our district website at www.sd48.bc.ca and under the "Staff" "Health & Safety" section, read and understand Part 3 – Section 116 of the WCB Act.
- Under the District's Health & Safety Program and Worksafe BC Regulation (3.12) please note that you not only have the right but the obligation to refuse unsafe work. Further, you are not to engage in any work or job task which can put you or another worker at risk of being injured.

I have read and understand the above information.

Employee's Name (Please Print)

Employee Signature

Date (dd/mm/yyyy)