



SAFETY TRAINING CHECKLIST FOR NEW EMPLOYEES

Employee
name: _____

Date hired: _____

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| <input type="checkbox"/> | 1. WHMIS training is complete. | Contact OH&S to book online WHMIS training, if req'd. http://www.tru.ca/hsafety/training.html . Review WHMIS PPT slides located within the Safety Training Resources for Science Students: http://www.tru.ca/science/contact/sciencehealth.html |
| <input type="checkbox"/> | 2. Health and Safety Policy Statement | Click on "Health and Safety" at http://www.tru.ca/policy/hsafety.html |
| <input type="checkbox"/> | 3. Safe Work Procedures | See white "Safe Work Procedures" binder located in each prep area. Review specific department procedures under the "Forms and Checklists" link at: http://www.tru.ca/hsafety/formschecklists.html |
| <input type="checkbox"/> | 4. Reporting of a. Hazards b. Accidents c. Near Miss | Report to supervisor and fill out a "TRU Hazard/Incident Report" http://www.tru.ca/hsafety/formschecklists.html A copy of the incident Report must be sent to OH&S |
| <input type="checkbox"/> | 5. Fire Prevention and Protection | Please refer to the section on "Emergency Response Guidelines" located on Emergency Boards. <i>Information about what to do in case of a fire but not about prevention</i> |
| <input type="checkbox"/> | 6. Emergency Response a. Fire b. Bomb c. Chemical Spill | Please see Emergency Boards. There is also information in the white "Safe Work Procedures" binder located in the lab prep areas. |
| <input type="checkbox"/> | 7. First Aid | Phone Campus Security (1111) and 911 if necessary. <ul style="list-style-type: none">• <i>Between the hours of 8 to 4: Phone Campus Security (1111 on TRU internal phone system or 250-828-5000 on cell phone) and 911 if necessary (life-threatening situation).</i>• <i>After 4 pm: Phone Campus Security (1111 on TRU internal phone system or 250-828-5033 on cell phone) and 911 if necessary (life-threatening situation).</i>• <i>Small silver button on the PAY PHONES (there are two in the Science Building) below the # pad marked "S" and "Security" in fine print will connect you to Security at no cost.</i> |
| <input type="checkbox"/> | 8. Field Trips | See "Field Trip Planning Guide" on the Science Health & Safety website. http://www.tru.ca/science/about/sciencehealth/forms.html |
| <input type="checkbox"/> | 9. Working Alone Procedures | See "Working Alone Protocol" on the Science Health & Safety website. http://www.tru.ca/science/about/sciencehealth/forms.html |

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| <input type="checkbox"/> | 10. Toxic Chemical Reduction Protocol | See "Toxic Chemical Reduction Protocol" on the Science Health and Safety website. http://www.tru.ca/science/about/sciencehealth/forms.html |
| <input type="checkbox"/> | 11. Designated Smoking Areas Policy | See "Smoking Policy ADM 05-2" effective Sept 1, 2014 "http://www.tru.ca/hr/policies_procedures.html |
| <input type="checkbox"/> | 12. Scent Reduction Awareness | See "Scent Reduction Awareness Policy " http://www.tru.ca/wellness/sharetheair.html |
| <input type="checkbox"/> | 13. OTHER(S) | List any specific to your department |

**Chairperson or designate
signature and Date:**

Employee signature and Date:

NOTE: Send the ORIGINAL to Human Resources and keep a COPY for your own records.