

# Employee Health & Safety **Guide**



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## INTRODUCTION

At Selkirk College, we believe in providing employees with a healthy and safe workplace by committing to adopting best practices and ensuring our operations are carried out in a way that minimizes risks, prevents injury and promotes the health and safety of everyone on our college grounds. A successful health and safety program requires cooperation a conscious effort by everyone, every day, is crucial for all staff, students, contractors and visitors to comply with Selkirk College's policies and procedures, legislative standards and regulations while on college campuses.

Further information on Selkirk College's safety policies and procedures can be found on our internal website at [my.selkirk.ca/staff/dept/safety/](http://my.selkirk.ca/staff/dept/safety/).

## CONTACTS

Health & Safety, Valhalla, Castlegar Campus

Phone: **250.365.1220**

Email: **healthandsafety@selkirk.ca**

## HEALTH & SAFETY AT SELKIRK COLLEGE

Health & Safety promotes a safe and healthy workplace on all Selkirk College campuses by providing some of the following initiatives:

- **Emergency Preparedness.** Facilitating annual drills and administering emergency response programs.
- **Minimizing Hazards .** Making recommendations to the administration on how to eliminate hazards.
- **Safety Education.** Assisting departments and schools in the development of safe work procedures.
- **Information.** Educating employees on Selkirk College and WorkSafeBC Regulations; Acting as a resource for health and safety programs.

## TRAINING & SUPERVISION

All employees must be given a health and safety orientation, training, instruction and direction specific to their workplace and tasks so they can perform their work in a safe manner.

The Online New Worker Health and Safety Orientation <https://forms.selkirk.ca/view.php?id=98571> covers topics that generally apply to all workers at Selkirk College but does not negate the need for a site-specific orientation (Appendix 1) to be provided by a supervisor (or delegate) in an employee's work area.

### WHO IS A SUPERVISOR?

A supervisor is a person who instructs, directs and controls workers or work-study students in the performance of their duties.

### GENERAL DUTIES OF WORKERS

All employees must take reasonable care to protect their health and safety and the health and safety of other persons who may be affected by their acts or omissions at work.

## RIGHT TO REFUSE UNSAFE WORK

As a worker, you have the right to refuse unsafe work without being disciplined by your employer, and your supervisor or employer has a responsibility to investigate. Your supervisor may temporarily assign a new task to you, at no loss in pay.

1. Report the unsafe condition. To report an unsafe condition, please use the Report of Unsafe Condition form located at <https://my.selkirk.ca/media/myselfkirkca/myselfkirkforstaff/departments/healthandsafety/SC-HS-Unsafe-Conditions-Form-2022.pdf>. The supervisor or employer must investigate the matter and fix if possible. If the supervisor determines the worker's concern is not valid, they must report back to the worker.
2. If the worker still views work as unsafe after a supervisor has said it is safe, the supervisor must investigate in the presence of the worker and a worker representative of the Joint Health and Safety Committee or a worker chosen by the worker's trade union. Any condition deemed unsafe must be fixed.
3. If the worker still views work as unsafe, notify WorkSafe BC. If the matter is not resolved, the worker and supervisor or employer must contact WorkSafeBC, and a prevention officer will investigate and take steps to find a workable solution.

## HAZARDS IN THE WORKPLACE

### IMMEDIATE WORK AREA AND WORK TASKS

Your supervisor is responsible for ensuring that you are oriented to your workspace and immediate work area. Where necessary, your supervisor shall provide or make available additional training to ensure you are oriented to the known hazards in your work area.

### REPORTING HAZARDOUS CONDITIONS AND INCIDENTS

If you notice a hazardous condition or safety problem, the first step is to correct the problem with the resources you have available if you can.

If you cannot resolve the issue on your own, it is your responsibility to report the hazardous condition, incident or near miss to your supervisor. A **hazardous** condition may be a tripping hazard, misplaced manhole cover or an unidentified drum of chemicals.

A **near miss** is an unplanned event that did not result in injury, illness or damage, but had the potential to do so. Only a fortunate break in the chain of events prevented an injury, damage or fatality. For example: during a table saw demonstration, a wood board shoots across the class due to the saw kickback, nearly striking a student in the shoulder.

## REPORTING

- Report all **hazardous conditions** to your supervisor using the Report of Unsafe Condition Form located at <https://my.selkirk.ca/media/myselfkirkca/myselfkirkforstaff/departments/healthandsafety/SC-HS-Unsafe-Conditions-Form-2022.pdf>.
- Report all **near miss incidents** to your immediate supervisor using the Incident/ Near Miss Report Form located at <https://my.selkirk.ca/media/myselfkirkca/myselfkirkforstaff/departments/healthandsafety/SC-HS-Near-Miss-Form-2022.pdf>.
- Report all **injuries** using WorkSafe BC Form 6A (see below)
- The supervisor will ensure that the appropriate action is taken to inform the correct parties of the incident, and/or personally address the condition that led to the incident to prevent it happening again. The supervisor may reach out to Health & Safety for assistance.
- If the hazard cannot be resolved to the satisfaction of both the supervisor and the employee, the matter should be referred to Health & Safety or the appropriate Occupational Health and Safety Committee. All reports made to [healthandsafety@selkirk.ca](mailto:healthandsafety@selkirk.ca) will be recorded and the employee will receive a response.

**NOTE: ALL IMMINENT HAZARDS** (conditions that could result in serious injury if left unattended) should be immediately reported to your supervisor so corrective action can be taken without delay.

If the situation is immediately dangerous to life and health, please call 911 and notify your supervisor so there is no delay in addressing the situation.

## REPORTING WORK RELATED INJURIES

If you are ever injured on the job, you are required to immediately report the injury to your supervisor and seek out first aid. Forms will be provided if you need to go to medical aid. Submit paperwork to your supervisor and to **healthandsafety@selkirk.ca**.

When a supervisor receives a report of an injury, they must investigate the situation to ensure that hazardous situations are rectified or changes to procedures are instituted, so others are not injured.

Injuries that meet any of the conditions listed below are required to have an Employer Incident Investigation Report completed jointly by the supervisor, director of HR, a Joint Occupational Health and Safety Committee member and the union representative and submitted to Health & Safety within 36 hours of the incident. The WorkSafeBC claim will be filed and managed by Health & Safety, which is required to submit all documents to WorkSafeBC within 72 hours of the incident.

### Injuries requiring a formal investigation:

- An injury where the worker is transported to medical treatment or directed by a first aid attendant to seek medical treatment.
- A workplace injury where the worker states an intention to seek medical treatment.
- A workplace injury that resulted in a visit to any kind of doctor due to the work injury.
- A workplace injury that resulted in taking time off work the day after the incident.
- A workplace injury that did not result in a visit to the doctor but had the potential for causing serious injury.
- An injury where the worker loses consciousness.
- A workplace injury or accident that resulted or is claimed to have resulted in the breakage of an artificial member, eyeglasses, dentures, or hearing aid.
- The worker or the board requests that an employer's report be sent to the board

## FIRST AID

To have available emergency services when needed, consider whether you have a minor or major injury before calling first aid and follow the procedures below. If you are unsure, please access the higher level of care just in case, but note that this will initiate the first aid attendants' emergency response procedure.

### WHAT IS A MAJOR INJURY?

- An injury where a patient should not be moved.
- A large fall.
- Unconscious patient.
- Airway problems.
- Seizure.
- Heavy bleeding.
- A head injury.

### WHAT IS A MINOR INJURY?

This is generally an injury after which you can still walk for help.

### CONTACTING FIRST AID

Whether you have a minor or major injury, please always ensure that you report it to your immediate supervisor. To access first aid for a minor injury on any campus during regular business hours, you are encouraged to call a Level 1 attendant from the internal first aid list posted at <https://my.selkirk.ca/staff/dept/safety/workincidents-firstaidreporting/> "First Aid" under "Quick Links".

**To access major injury first aid, refer to campus-specific information.** Most campuses have emergency first aid numbers that you can dial from an external phone. Save your campus's ten-digit phone number in your cell phone in case you are working away from a campus phone. This will also allow you to call for first aid during an emergency evacuation.

Although attendants are regularly scheduled to be available during the times listed below, occasionally coverage is not available. If no attendants are available when calling first aid, please hang up and dial 911. After contacting 911 to initiate emergency care, please contact first aid again.

### **Castlegar Campus**

First aid services are offered Monday to Friday from 8 am–8 pm Emergency campus or major injury first aid treatment can be accessed by calling 21911 from an internal phone or 250-304-6528 from a cell phone. You can also call 911; if safe to do so, you are encouraged to place a follow-up call to First Aid so they can commence their response procedures.

Castlegar first aid attendants are equipped with a Level 2 first aid kit, oxygen and have access to two automated external defibrillators (AED).

### **Silver King Campus**

First aid services are offered Monday to Friday from 8 am–10 pm Emergency campus or major injury first aid treatment can be accessed by calling 13911 from an internal phone or 250-505-1387 from a cell phone. You can also call 911; if safe to do so, you are encouraged to place a follow-up call to First Aid so they can commence their response procedures. From 4 pm–10 pm a Level 1 attendant can be contacted from the internal first aid list posted at the bottom of [my.selkirk.ca](http://my.selkirk.ca) at “First Aid” under “Quick Links”.

Silver King first aid attendants are equipped with a Level 2 first aid kit, oxygen and have access to two automated external defibrillators (AED).

### **Tenth Street Campus**

First aid services at the Tenth Street Campus are offered from Monday to Friday, from 8 am–7 pm during the months of September through April, and 8 am–4 pm during the summer months of May to August. Emergency campus first aid treatment can be accessed by calling 250-505-1334 from a cell phone, or 11334 from a campus phone. You can also call 911; if safe to do so, you are encouraged to place a follow-up call to

First Aid so they can commence their response procedures.

Tenth Street first aid attendants are equipped with a Level 2 first aid kit, oxygen and have access to two automated external defibrillators (AED).

### **Victoria Street Campus**

Level 1 first aid services are offered from 8 am–12 pm, and from 1 pm–4 pm by visiting the administrative office or by calling ext.13299. For life threatening emergencies, please call 911; if safe to do so, you are encouraged to place a follow-up call to First Aid so they can commence their response procedures.

### **Trail Campus**

Level 1 first aid services are offered from 8:30 am–12:45 pm, and from 1:45 pm–4:00 pm by visiting the administrative office or by calling ext. 23762 or 23770. For life threatening emergencies, please call 911; if safe to do so, you are encouraged to place a follow-up call to First Aid so they can commence their response procedures.

### **Grand Forks, Nakusp, or Kaslo Campuses**

Please call 911 for emergencies on any of these campuses.

For information about first aid, first aid reporting or how to become an attendant, please contact [healthandsafety@selkirk.ca](mailto:healthandsafety@selkirk.ca).

## HEALTH & SAFETY COMMITTEES

WorkSafeBC Occupational Health and Safety Regulations require Selkirk to have a Joint Health & Safety Committee. The function of the Health & Safety Committees is to promote health and safety throughout each campus and to encourage employee participation in making Selkirk College safe. Health & Safety Committees meet monthly, participate in area safety inspections, and review incident/accident investigations. A list of local committee members and meeting minutes can be accessed here: <https://my.selkirk.ca/staff/dept/safety/jointoccupationalhealthandsafetycommittee/#d.en.3o828>.

## POLICIES & PROGRAMS

### SMOKING ON COLLEGE GROUNDS

Without exception, there will be no smoking on college grounds within 10 metres of any doorway, opening, window, or air intake. Further, smoking is prohibited in college-owned or leased vehicles. Tobacco products will not be sold on Selkirk College premises. Smoking is prohibited in covered walkways and entryways. There shall be marked designated outdoor smoking areas with ashtrays provided.

### WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

WHMIS provides information to all employees regarding hazards and the safe handling requirements of chemicals (controlled products) in the workplace. All employees who work around hazardous products are required to take WHMIS training.

### CHEMICAL WASTE DISPOSAL PROCEDURES

Waste chemicals must be properly disposed of through the Maintenance Department. All chemicals that are not labelled or do not have a Safety Data Sheet (SDS) are considered waste. For more information contact [healthandsafety@selkirk.ca](mailto:healthandsafety@selkirk.ca).

## HEARING CONSERVATION PROGRAM

All employees that work in departments and schools with excessive noise are to receive annual audiometric tests (hearing tests). The audiometric tests are to ensure that your selection and use of hearing protection is appropriate and is adequately protecting your hearing.

If you work in an area where you are exposed to excessive noise, contact your supervisor to determine if a hearing test is required.

## ERGONOMICS

Health & Safety performs ergonomic assessments of workstations and offers short training sessions on ergonomics for staff members. Ergonomics information, including how to initially set up your workstations is available at [my.selkirk.ca/staff/dept/safety/ergonomics/](https://my.selkirk.ca/staff/dept/safety/ergonomics/).

## PERSONAL PROTECTIVE EQUIPMENT

Employees are required to be trained in the use of and to appropriately use all required personal protective equipment.

## WORKING ALONE OR IN ISOLATION

Whenever possible, staff should work in teams or with another employee in a buddy system. It is inevitable that during the course of performing duties on behalf of or related to the college, there are occasions that would necessitate employees to be working alone or in isolation. Under these circumstances, employees will benefit by regularly having their well-being monitored at predetermined intervals, to be set out by employee and manager, so quick emergency response and assistance can be provided if required.

Supervisors must review historical data of injuries and incidents and conduct a detailed risk assessment in consultation with the employee(s) to identify when employees are working alone and the level of risk that this presents.



Well in advance of a working-alone situation, the supervisor must:

1. Determine if there is a need to work alone or in isolation.
2. Complete a Hazard Identification and Risk Management Survey (Appendix A of the Work Alone Policy: policies.selkirk.ca), and provide this information to the employee
3. Detail a strategy to ensure safety and regulatory compliance.
4. Complete a Working Alone or in Isolation Information Form (Appendix B of the Work Alone Policy) and submit the form in advance of the scheduled work to Health & Safety.

## EMERGENCY & EVACUATION PROCEDURES

### PREVENTING AN EMERGENCY IS THE MAIN GOAL

An emergency is a present or imminent event caused by accident, fire, explosion, technical failure or the forces of nature, that requires prompt coordination and action of persons or property to protect the health, safety or welfare of people or to limit damage to property.

The best option in any emergency is to prevent it from happening in the first place. Being aware of your surroundings can drastically reduce safety incidents, and every person who prepares is one less person who panics in a crisis. Consider your work routine and take a minute to think about what steps you can take to prevent a dangerous situation from occurring and what you would do if an emergency were to occur. This is your best option.

When an emergency does occur, take a moment to assess the situation. Below are general procedures to consider in an emergency, and are often the procedures we practice in drills, but keep in mind that anything can happen. An assessment of your situation is always necessary to determine the best course of action.



## EMERGENCY GOALS & GUIDING PRINCIPLES FOR EMPLOYEES

1. Save lives
2. Reduce suffering
3. Notify management

### FIRE SAFETY

**Supervisors.** Supervisors are responsible for organizing and performing training and orientation to ensure that employees are knowledgeable and aware of the appropriate actions to take if they encounter a fire, in addition to the applicable building evacuation procedures. Supervisors should also know and understand the chain of command to ensure the Leadership Team receives timely information about the situation. For employees with mobility challenges, supervisors should inform them of the location of areas of refuge and designated evacuation assembly areas and consult with Health & Safety to develop a personalized emergency evacuation plan when necessary.

**Employees.** Staff must be familiar with their assigned emergency access routes and the duties of a fire warden to ensure the safe and orderly evacuation of building occupants. Staff must participate in fire drills and should be familiar with building occupants who may require assistance to evacuate.

Staff should check their work area regularly for:

- Accumulation of combustible material, rubbish or flammable liquids in excess of quantities allowed by permit.
- Dangerous ignition sources (e.g. worn extension cords, oily rags, overheating equipment).
- Exit signs in good order and adequate lighting in public corridors and stairwells.
- Fire and exit doors and their self-closing hardware in good operating condition. (Doors should not be wedged open under any conditions.)
- Exit routes unobstructed.
- Fire hose and portable extinguishers not obstructed, in good order and ready to use.

**Fire Warden.** A core component of the Fire Response Plans is the use of fire wardens for orderly evacuation of our campus buildings. Fire wardens assist with evacuations by verifying that workspaces and classes are properly evacuated and guiding occupants to the appropriate assembly point. At the assembly point, fire wardens ensure the safety of our building occupants by communicating results of their area to a higher authority (whether it is Health & Safety, Facilities or the fire department).

Everyone at Selkirk College has a responsibility to be a fire warden if they see the kit hanging on the wall. Although duties are similar, procedures differ between campuses. Please view your campus fire plan to learn more or take the online training at [committee.selkirk.ca](https://committee.selkirk.ca).

If you discover a fire:

- Immediately activate the closest fire pull alarm.
- Fight minor fires with appropriate equipment only if you are trained and it is safe to do so.
- Do not use the elevator.
- Exit the building to the nearest evacuation assembly point.
- While exiting, walk, do not run. Shut all doors behind you and alert those who have difficulty hearing that an emergency evacuation of the building is underway.
- Proceed along corridors and through exits in a calm and orderly manner. Do not push or jostle. Check doors for heat before opening. If you ever have to open a closed door and you are suspicious that a fire condition may be present, feel the door with the back of your hand first to see if it is hot. If it is hot to the touch, do not open the door.
- Help people with mobility challenges or those requiring assistance to the nearest safe exit. It may be necessary to locate them in or near the exit, or refuge area, and wait for fire department assistance.

When you have reached the outside of the building, move away from the exit allowing others behind you to emerge and gather at the nearest evacuation assembly point.

- Call 911. State your name, give the address where the fire is located.
- Notify your supervisor that a fire has occurred in your work area.
- Do not attempt to drive your vehicle from the parking area.
- Do not enter the building again until permitted by a fire department officer.

## GAS LEAK

In the event of a gas leak:

1. Notify your supervisor.
2. Evacuate the building and contact 911. The fire department will contact Fortis BC.
3. Proceed to your evacuation assembly point.
4. You will not be allowed back into the building until the fire department and Fortis BC clear the area.

## HAZARDOUS SPILL

Shut down equipment and evacuate the immediate area.

### MAJOR SPILLS

- Involves the release of a type or quantity of chemical that poses an immediate risk to health (greater than four litres, very toxic or poses a fire hazard).
- Involves an uncontrolled fire or explosion.

Evacuate the building by activating the nearest fire alarm. Call 911, state the type of emergency and request assistance. Give details of the accident such as location, types of hazardous materials involved, and whether there is a personal injury. Notify your supervisor.

### MINOR SPILLS

In the event of a spill involving the release of a type or quantity of a chemical that does not pose an immediate risk to health, and does not involve chemical contamination to the body, please:

- Isolate the area and evacuate the immediate area if necessary.
- Remove ignition sources and unplug nearby electrical equipment.
- Vent vapors to the outside of the building only.
- Clean up the spill according to the SDS.
- Notify your supervisor of the incident.



**Exploding bomb**  
(for explosion or reactivity hazards)



**Flame**  
(for fire hazards)



**Flame over circle**  
(for oxidizing hazards)



**Gas cylinder**  
(for gases under pressure)



**Corrosion**  
(for corrosive damage to metals as well as skin,



**Skull & crossbones**  
(can cause death or toxicity with short exposure to small amounts)



**Health hazard**  
(may cause or suspected of causing serious health effects)



**Exclamation mark**  
(may cause less serious health effects or damage the ozone layer)



**Environment**  
(may cause damage to the aquatic environment)



**Biohazardous Infectious Materials**  
(for organisms or toxins that can cause diseases in people or animals)

## POWER FAILURE

A power failure is often just a nuisance, but an extended outage can affect operations and possibly create unsafe situations. In those cases, campus facilities will likely be closed and an evacuation of the building(s) ordered. You will be required to support the safe evacuation of the facilities.

### IN THE EVENT OF A POWER FAILURE

1. Remain calm and provide assistance to others if necessary.
2. Switch off electrical equipment with manual switches and unplug other equipment to avoid power surge damage.
3. Be familiar with evacuation procedures for your building before an emergency occurs.
4. If safety is a concern, evacuate the building and go to the Evacuation Assembly Point for your building. Flashlights for evacuation can be found in the front pocket of the Warden Kits.
5. Ensure someone remains with people who may need assistance (i.e., persons with a disability) in areas of refuge.

## ACTIVE THREAT

Active threat situations evolve quickly and there is no way to anticipate their course. Typically, the immediate deployment of police is needed to stop an attack and mitigate harm.

An active threat is an assailant who is actively engaged in trying to kill innocent people with a weapon. The weapon can be a gun, a knife, a vehicle, or anything else that can cause harm. You may never encounter an active threat at Selkirk College, but it could happen, either here or elsewhere. It is imperative that you recognize when a potential violent threat may be unfolding.

If faced with an active threat, there are three things you can do that make a difference. RUN, HIDE, FIGHT. Choose the one that will work best in the situation:

### RUN and escape, if possible

- If you determine it is safe, get out of the building. This is your first and best option.
- Leave your belongings behind.
- Advise others not to enter the area.
- Call 911 as soon as it is safe to do so.

### HIDE, if escape is not possible

- If evacuation is not possible, find a place to hide.
- Lock or barricade the door.
- Silence all electronics and make sure they will not vibrate.
- Hide behind large objects that will provide protection if shots are fired in your direction.
- Stay low, below window level, and be quiet.
- Await instruction or escort from law enforcement only.

### FIGHT, as an absolute last resort

- If your life is in danger, fight.
- Attempt to incapacitate the shooter.
- Improvise your weapons and act with physical aggression.
- Commit to your actions.
- Once the shooter is incapacitated, call 911.

### When law enforcement arrives:

- Keep your hands empty, raised and visible.
- Remain calm and follow instructions.
- Officers may be armed with handguns and other weapons to control the situation.
- The first police officers to arrive will not respond to or aid those who are injured. They will go directly to the threat.
- Know that help for the injured is on its way. While you wait for first responders to arrive,

provide first aid. Apply direct pressure to wounded areas.

- The area is a crime scene. Police may secure all witnesses until identified and questioned.

Consider seeking professional help for you and your family to cope with the long-term effects of the trauma. Professional help can be accessed through our EFAP provider, Homewood Health.

## BOMB THREAT

Bomb threats are serious. Do not try to guess whether a threat is a hoax or real, and always call the police. Explosions or an incorrect response to a bomb threat could result in panic, injury, or death as well as disruption to operations through forced shutdowns or damage to property.

### TYPES OF BOMB THREATS

#### Hoax:

- A call is received. A search is completed. Nothing is found.

#### Suspicious package:

- A call is received. A search is undertaken. A suspicious package is found. An evacuation is ordered. The package is later determined to be safe.

#### Explosive device:

- A call is received. A search is undertaken. An explosive device is found. An evacuation is ordered.

If you receive a bomb threat, stay calm, ask as many questions as possible and take notes. Call 911 and contact your supervisor immediately.

If you have been notified of a bomb threat or have found a suspicious package, do not touch the package, ensure 911 is called and contact your supervisor immediately.

If you have been evacuated from a building, avoid standing in front of windows or other potentially hazardous areas. Do not block the sidewalk or street, it will need to be kept clear for emergency officials.



In the case of an explosion, get out of the building as quickly and calmly as possible. If an explosion has occurred, get under a sturdy table or desk until the situation has stabilized enough for your safe passage. Ensure your own safety before trying to assist others.

Always remember, do not try to guess whether the threat is a hoax or real, and always call the police.

### ASK

- When is the bomb going to explode?
- Where is the bomb and what does it look like?
- Did you place the bomb? Why? What will cause it to explode?
- Who are you and where do you live?

### NOTE

- Is the speaker is male or female?
- Does the speaker have a distinctive accent?
- Is the voice disguised, muffled or strange-sounding?
- Is the voice shrill or deep?
- Are there background noises (e.g, traffic, bus passing, bell ringing, fax or printer sounds)?
- Are background sounds indoor or outdoor?

## EMERGENCY NOTIFICATIONS & LOCAL RESOURCES



### ALERTUS APP

Sign up for emergency notifications from Selkirk College through the Alertus app. This app shares timely information in the case of an emergency, such as a campus closure due to weather.

#### How Do I Sign Up?

Download Alertus free on either Apple iOS or Android. Use the organization code “Selkirk19” to be tied into the system. It only takes a minute to get signed up and ensure you get all future alerts.

#### Download Alertus

- [Android Platforms](#)
- [Apple Platforms](#)

### Local Emergency Preparedness Resources

Regional District of Kootenay Boundary:

[www.emergency.rdkb.com](http://www.emergency.rdkb.com)

Regional District of Central Kootenay:

[www.rdck.ca/EN/main/services/emergency-management.html](http://www.rdck.ca/EN/main/services/emergency-management.html)

City of Nelson:

[www.nelson.ca/622/Emergency-Services](http://www.nelson.ca/622/Emergency-Services)

City of Castlegar:

[www.castlegar.ca/residents/emergency](http://www.castlegar.ca/residents/emergency)

Wildfire BC:

[www2.gov.bc.ca/gov/content/safety/wildfire-status](http://www2.gov.bc.ca/gov/content/safety/wildfire-status)

Emergency Management BC:

[www2.gov.bc.ca/gov/content/safety/emergency-management](http://www2.gov.bc.ca/gov/content/safety/emergency-management)

DriveBC: [www.drivebc.ca](http://www.drivebc.ca)

BC Transit:

[www.bctransit.com/choose-transit-system](http://www.bctransit.com/choose-transit-system)

WildSafeBC:

[www.wildsafebc.com](http://www.wildsafebc.com)

# SITE-SPECIFIC SAFETY ORIENTATION CHECKLIST



**PART 2. COMPLETE ALL SECTIONS ONCE PART 1: NEW WORKER HEALTH AND SAFETY ONLINE ORIENTATION HAS BEEN COMPLETED.**

Name of Worker:

Job Title:	Department:
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Start Date at Location:	Date of Safety Orientation:
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Name of Direct Supervisor/Manager:	Name of Orientation Provider:
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Reason for Orientation:     New Hire     Restart after Absence     Change of job within Selkirk College or Relocation to new workplace

	TOPIC	YES
a	<b>NAME AND CONTACT INFORMATION FOR SUPERVISOR</b> I have been advised of my Supervisor's name and contact information.	<input type="checkbox"/>
b	<b>JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE (JOHS COMMITTEE)</b> I have been advised on how to contact the committee, and have been made aware of a local worker representative on the committee. <a href="https://my.selkirk.ca/staff/dept/safety/jointoccupationalhealthsafetycommittee/">https://my.selkirk.ca/staff/dept/safety/jointoccupationalhealthsafetycommittee/</a>	<input type="checkbox"/>
c	<b>WORKPLACE HEALTH AND SAFETY RULES</b> I have been trained on the specific workplace safety rules related to my work/work area.	<input type="checkbox"/>
d	<b>WORKER'S RIGHTS AND RESPONSIBILITIES</b> I have been advised on my rights and responsibilities as a worker.	<input type="checkbox"/>
e	<b>POTENTIAL HAZARDS OF A WORKPLACE</b> I have been advised about the hazards that may be encountered while performing my work tasks.	<input type="checkbox"/>
f	<b>PERSONAL PROTECTIVE EQUIPMENT (PPE) (IF APPLICABLE)</b> I have received the appropriate orientation and training in the use and care of any PPE or clothing that is required to safely perform my work. Required PPE has been provided.	<input type="checkbox"/>
g	<b>EMERGENCY PROCEDURES</b> I have been advised of the emergencies that could occur and the procedures to follow.	<input type="checkbox"/>
h	<b>FIRST AID</b> I know the number for first aid at my campus.	<input type="checkbox"/>
i	<b>ACCIDENT INCIDENT REPORTING AND INVESTIGATION</b> I am aware of the incident reporting procedures.	<input type="checkbox"/>
j	<b>VIOLENCE IN THE WORKPLACE</b> I have been advised of any potential risk for violence in the workplace.	<input type="checkbox"/>
k	<b>WORKING ALONE OR IN ISOLATION (IF APPLICABLE)</b> I have been trained on the policies and procedures to be followed for working alone or in isolation.	<input type="checkbox"/>

Notes:

# SITE-SPECIFIC SAFETY ORIENTATION CHECKLIST



**PART 2. COMPLETE ALL SECTIONS ONCE PART 1: NEW WORKER HEALTH AND SAFETY ONLINE ORIENTATION HAS BEEN COMPLETED.**

Health and Safety offers a number of safety related courses to supplement the New Worker Safety Orientation. Courses can be created for departments at request.

TRAINING COURSES	YES	No	DATE COMPLETED
<b>MANDATORY</b>			
<a href="#">New Worker Safety Orientation</a> Part 1	<input type="checkbox"/>	<input type="checkbox"/>	
Respect in the Workplace	<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">Safety Supervision at Selkirk</a> (only for supervisors)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>RECOMMENDED</b>			
<a href="#">Fire Warden Training Course</a>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>PROGRAM SPECIFIC</b>			
Occupational First Aid Level 1	<input type="checkbox"/>	<input type="checkbox"/>	
Occupational First Aid Level 3	<input type="checkbox"/>	<input type="checkbox"/>	
<b>OTHER COURSES</b>			
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

The information detailed in section 2-3 and corresponding education and training was provided to the worker.

New worker Name	Date	Signature
Orientation Provider Name	Date	Signature

**Documented training records should be retained for all Selkirk workers to show due diligence.**  
 These documents are generally retained in the employee file in HR or by the supervisor