

**Durham College**  
**Full-Time Equivalent Employee**  
**Health & Safety Orientation**  
(to be reviewed with new employee by their Supervisor)

Your Health and Safety Responsibilities:

Health and Safety Checklist

The health and safety information, noted on the attached checklist, should be reviewed with all new employees. The responsibility for Health & Safety is shared by the employee, their supervisor and the College. The supervisor and employee should complete the required orientation elements, as identified in this package, **within the first days of employment**. Once the orientation has been completed, the employee should retain a copy of the initialed document for his/her records and send the completed original **with any associated proof of training documents** to Dave Roger, Health & Safety Officer, Human Resources.

As part of this health and safety orientation the new employee must also complete the following mandatory training within the first few days of employment:

**Occupational Health and Safety Awareness Training**

All employees must receive training in the rights and obligations of workers, supervisors and employers under the OHSA; the roles of the joint health and safety committee, Ministry of Labour, WSIB, and health and safety associations; and common workplace hazards.

You will receive an e-mail with a hyperlink to access an online training module.

**Workplace Hazardous Materials Information System (WHMIS) Training**

The "WHMIS for Everyone" CD ROM is available on a **one day reserve** basis from the Campus Library. Once your WHMIS training is completed, the employee must print off **two copies** of the "WHMIS for Everyone" certificate of completion. One copy is for his/her records and the other copy should be attached to the completed Health and Safety Orientation checklist and returned to Dave Roger, Health & Safety Officer, Human Resources.

**Workplace Violence and Harassment Prevention Training**

You will receive an e-mail with a user name and password to allow you to access an online Workplace Violence and Harassment Prevention training presentation. Once your training is completed, the employee can print off **two copies** of the certificate of completion. One copy should be attached to your Health & Safety Orientation checklist.

## Durham College Joint Health & Safety Committee Members:

### Oshawa Campus

Name	Phone	Location	Email
<b>Employee Representatives:</b>			
Peter Hupka	X 2226	Rm. B297D	<a href="mailto:peter.hupka@durhamcollege.ca">peter.hupka@durhamcollege.ca</a>
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<b>Committee Support</b>			
Karen Graham	X 3648	Rm. CC2331	<a href="mailto:karen.graham@durhamcollege.ca">karen.graham@durhamcollege.ca</a>

### Whitby Campus

<b>Employee Representatives:</b>			
Violin Voynov	X 4086	Rm. 1107	<a href="mailto:violin.voynov@durhamcollege.ca">violin.voynov@durhamcollege.ca</a>
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<b>Management Representatives:</b>			
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Jeff Leachman	X 4094	Rm. 168	<a href="mailto:jeff.leachman@durhamcollege.ca">jeff.leachman@durhamcollege.ca</a>
<b>Secretary</b>			
Julie Hauber	X 4025	Rm. 122	<a href="mailto:julie.hauber@durhamcollege.ca">julie.hauber@durhamcollege.ca</a>

<b>Resource Members (non-voting):</b>			
Dave Roger	X 2140	CC105I	<a href="mailto:dave.roger@dc-uoit.ca">dave.roger@dc-uoit.ca</a>
Judy Kellar	X 2110	Rm. G2020	<a href="mailto:judy.kellar@dc-uoit.ca">judy.kellar@dc-uoit.ca</a>
Tom Lynch	X 2943	Rm. S1202	<a href="mailto:tom.lynch@durhamcollege.ca">tom.lynch@durhamcollege.ca</a>
Susan Smikle	X 2755	CC3320	<a href="mailto:susan.smikle@durhamcollege.ca">susan.smikle@durhamcollege.ca</a>
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Kathy Lazenby	X 3038	Rm. G1055	<a href="mailto:kathy.lazenby@dc-uoit.ca">kathy.lazenby@dc-uoit.ca</a>
SA President	905.721.0457 Ext. 228	Student Centre	<a href="mailto:sapres@dc-uoit.ca">sapres@dc-uoit.ca</a>

\* indicates Certified JHSC Member

## Health & Safety Orientation

**Please Print**

Employee: \_\_\_\_\_ Job Title: \_\_\_\_\_

School/Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_ Employee/Banner Number: \_\_\_\_\_

Training & Personal Protective Equipment:	Completion Date:	Initials:	
		Supervisor	Employee
<ul style="list-style-type: none"> <li>• <a href="http://ice/HumanResources/CampusSafety/Pages/default.aspx">Emergency Guidelines</a> – Review and explain the use of Ext. 2400. Procedures are available from the Campus Safety web page and are posted in the workplace.</li> </ul>			
<ul style="list-style-type: none"> <li>• First Aid Orientation – Identify first aid supplies and the area’s trained first aid responders.</li> </ul>			
<ul style="list-style-type: none"> <li>• Reporting Procedures – Review requirement to report all accidents, incidents, and hazards to supervisor and WSIB, using online reporting form - <a href="http://www.durhamcollege.ca/forms/accidentinjury/">http://www.durhamcollege.ca/forms/accidentinjury/</a></li> </ul>			
<ul style="list-style-type: none"> <li>• Fire Safety – Review Emergency Evacuation Process. Identify fire wardens, assembly locations, fire exit locations, pull station locations, fire extinguisher locations and their proper use. Pull pin - Aim – Squeeze – Sweep (P.A.S.S.)</li> </ul>			
<ul style="list-style-type: none"> <li>• WHMIS – To complete this training please see instructions on the first page of this Health and Safety Orientation package. Also review job specific WHMIS hazards (chemicals, bio-hazards, designated regulated substances, etc.).</li> </ul>			
<ul style="list-style-type: none"> <li>• Occupational Health and Safety Awareness training - To complete this training please see instructions on the first page of this Health and Safety Orientation package.</li> </ul>			
<ul style="list-style-type: none"> <li>• Workplace Violence and Harassment Prevention training - To complete this training please see instructions on the first page of this Health and Safety Orientation package.</li> </ul>			
<ul style="list-style-type: none"> <li>• Manual Lifting - lifting techniques, footwear.</li> <li>• Motorized Material Handling – Forklift truck and motorized pallet movers - certified training requirements (as required).</li> </ul>			

<ul style="list-style-type: none"> <li>Personal Safety – after hours access, sign in handling of cash, Campus Walk program, Campus Emergency Response Team (C.E.R.T.).</li> </ul>			
<ul style="list-style-type: none"> <li>Office Ergonomics: Review proper computer workstation layout, lighting, posture, and safe lifting.</li> </ul>			
<ul style="list-style-type: none"> <li>Personal Protective Equipment – eyewear, footwear, hearing protection, gloves, hard hats, etc. (as required).</li> <li>Dept./School/Faculty specific safety procedures – review.</li> </ul>			

**NOTE:** Orientation to a specific hazard (i.e. forklift hazards) is not required where the hazard is absent from the employee’s normal workplace and duties. If this is the case, a Not Applicable or N/A can be placed in the Completion Date column and initialed by the supervisor and employee.

**\*\*\* When complete, please return original with proof of training to Dave Roger, Health & Safety Officer, Human Resources.**