



YOUNG & NEW WORKER SAFETY ORIENTATION

Site Specific Safety Orientation for the UBC Community Field Experience (CFE)

Site Specific Young & New Worker Safety Orientation

This guide assists with meeting the WorkSafeBC “Young & New Worker” regulation that requires all young and new workers and community field experience (CFE) students to be orientated and trained before beginning work. For UBC, a worker includes senior executives, faculty, staff and student workers (including teacher candidates on a CFE). Contact Risk Management Services at 604-822-2029 if assistance is required.

WorkSafeBC Definitions

- A. A young worker is any worker who is under twenty-five years of age.
- B. A new worker is any worker who is:
 - New to the workplace;
 - Practicum/community field experience student;
 - Returning to a workplace where the hazards have changed during the worker’s absence;
 - Affected by a change in the hazards of a workplace; or,
 - Relocated to a new workplace where the hazards are different from the previous workplace.

Orientation & Training on Safe Work Procedures

UBC must provide workers and CFE students with orientation and training about safe work procedures and how to recognize hazards on the job before the worker begins working or volunteering. At all BC CFE sites, teacher candidates will be asked to review a Health and Safety Orientation document.

The Safety Orientation Document and Checklist (pages 3-4) sets out the most common CFE site-specific orientation and training topics.

The amount of orientation and training provided to the worker depends on the circumstances of the workplace.

- A UBC teacher candidate will require a workplace orientation; please review the Health and Safety Orientation document before beginning work.
- A returning worker will require information on new hazards.

Additional Training Courses

For certain jobs at UBC, additional training may be required. UBC Risk Management offers a number of safety related courses to supplement the Young & New Worker Orientation. Course can be found at <http://riskmanagement.ubc.ca/courses>

Records

Documented training records must be retained for all UBC workers and CFE students. These documents are generally received by the faculty advisor and then retained by the CFE Coordinator.



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CFE Site Specific Safety Orientation Document and Checklist¹

Section 1

Teacher Candidate Name: _____ Position: _____

Department/Faculty: _____

CFE Location (Building & Address): _____

Community Partner/ School (Name & Title): _____ / _____ Date of Orientation (mm/dd/yy): _____ / _____ / _____

Faculty Advisor (Name & Title): _____

Reason for Orientation: ☐ CFE ☐ New hire student ☐ Restart after absence ☐ Change in hazards

Section 2

- ☐ I have ensured that my young & new worker safety orientation combines both general and site-specific training.

Section 3 (signatures required after the completion of all topics under sections 2 & 4)

1 School Advisor /Community partner signature

(This signature acknowledges the teacher candidate has completed an on-site safety orientation)

2 Teacher Candidate signature

(The information and corresponding education/training below was provided to me)

Section 4

If the topic is not applicable mark "N/A" in the "Yes" column

	Topic	✓ Yes	Notes
a	Direct supervisor I have been advised of my Community Partner/School Advisor name and contact information		
b	Workplace health and safety rules I have read the specific workplace safety rules specific to my work/CFE.		
c	Hazards to which the worker may be exposed I have been advised about the hazards that may be encountered while performing my work/volunteer tasks.		
d	First aid and reporting illnesses and injuries In addition to calling 911 for urgent first aid issues, I have been advised of the community partner's/school's first aid location(s); first aid attendant(s); and, how to summon an attendant. I have also been advised of the procedure to report an occupational illness or injury.		
e	Preventing and Addressing Workplace Bullying & Harassment (B&H) I have completed the require course on preventing and addressing workplace B&H that is available on-line at http://riskmanagement.ubc.ca/courses . (TCs need not do this again if you completed this for your practicum).		
f	Emergency procedures I have been advised of the emergency situations that could occur in my work location and the procedures to follow in the event of an emergency evacuation. I know the location of the closest fire pull station and extinguisher.		
g	Safety program and procedures I have been oriented to the UBC Safety Policy #7 and the departmental safety program elements and procedures.		
h	Local Safety Committee Members or Worker Safety Representative I have been advised on how to contact the local safety committee, and the worker safety representative.		
i	Working alone or in isolation (if applicable) I have been advised on the policies and procedures to be followed for working/volunteering alone or in isolation.		
j	Violence in the workplace (if applicable) I have been advised of the potential risk for violence or threat of violence in the workplace. I have been altered to the procedures to follow in minimizing or eliminating the risk and in responding to an incident.		
k	Personal protective equipment (PPE) (if applicable) I have the appropriate orientation and training in the use and care of any PPE or clothing that is required to safely perform my work.		
l	Workplace Hazardous Material Information System (WHMIS) (if applicable) I have been orientated to the hazardous materials in my workplace and trained on the procedures to work safely with these products and can respond appropriately in case of an emergency or spill.		

¹Documented training records must be retained for all UBC workers. These documents are generally retained in a central administration area or by the CFE coordinator.