



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. <a href="http://www.tru.ca/hsafety/training.html">http://www.tru.ca/hsafety/training.html</a> . Review WHMIS PPT slides located within the Safety Training Resources for Science Students: <a href="http://www.tru.ca/science/contact/sciencehealth.html">http://www.tru.ca/science/contact/sciencehealth.html</a>  |
| <input type="checkbox"/> | 2. Health and Safety Policy Statement                            | Click on "Health and Safety" at <a href="http://www.tru.ca/policy/hsafety.html">http://www.tru.ca/policy/hsafety.html</a>   |
| <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: <a href="http://www.tru.ca/hsafety/formschecklists.html">http://www.tru.ca/hsafety/formschecklists.html</a>  |
| <input type="checkbox"/> | 4. Reporting of<br>a. Hazards<br>b. Accidents<br>c. Near Miss    | Report to supervisor and fill out a "TRU Hazard/Incident Report" <a href="http://www.tru.ca/hsafety/formschecklists.html">http://www.tru.ca/hsafety/formschecklists.html</a><br><b>A copy of the incident Report must be sent to OH&amp;S</b>   |
| <input type="checkbox"/> | 5. Fire Prevention and Protection                                | Please refer to the section on "Emergency Response Guidelines" located on Emergency Boards.<br><i>Information about what to do in case of a fire but not about prevention</i>   |
| <input type="checkbox"/> | 6. Emergency Response<br>a. Fire<br>b. Bomb<br>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"><li>• <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></li><li>• <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></li><li>• <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></li></ul> |
| <input type="checkbox"/> | 8. Field Trips   | See "Field Trip Planning Guide" on the Science Health & Safety website.<br><a href="http://www.tru.ca/science/about/sciencehealth/forms.html">http://www.tru.ca/science/about/sciencehealth/forms.html</a>  |
| <input type="checkbox"/> | 9. Working Alone Procedures                                      | See "Working Alone Protocol" on the Science Health & Safety website.<br><a href="http://www.tru.ca/science/about/sciencehealth/forms.html">http://www.tru.ca/science/about/sciencehealth/forms.html</a>   |

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

**Chairperson or designate  
signature and Date:**

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**Employee signature and Date:**

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