**New and Young Worker Safety Orientation**

Site specific safety orientation for the Community Field Experience

This guide assists with meeting the WorkSafeBC “Young & New Worker” regulation that requires all community field experience students to be orientated and trained before beginning work.

**WorkSafeBC Definitions:**

1. A young worker is any worker who is under twenty-five years of age.
2. A new worker is any worker who is:
   * New to the workplace;
   * 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 were the hazards are different from the previous workplace.

**Orientation & Training on Safe Work Procedures:**

UBC must provide workers and Community Field Experience 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 Community Field Experience sites, teacher candidates will be asked to review a Health and Safety Orientation document.

The Safety Orientation Document and Checklist sets out the most common Community Field Experience 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.

**Records:**

Documented training records must be retained for all Community Field Experience Teacher Candidates. These documents are generally retained by the Community Field Experience Coordinator.

**Community Field Experience Specific Orientation Document and Checklist**

**Section 1:**

Teacher Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Community Partner / School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Safety Orientation: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 2:**

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

**Section 3:**

**Community Partner / School Advisor signature**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
(This signature acknowledges the Teacher Candidate has completed an on-site safety orientation)

**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 the Community Partner / School Advisor name and contact information. |  |  |
| B | **Workplace health and safety rules**  I have read the workplace safety rules specific to my Community Field Experience location. |  |  |
| C | **Hazards to which the teacher candidate may be exposed**  I have been advised about the hazards that my be encountered while performing my 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 and occupational illness or injury. |  |  |
| E | **Preventing and addressing workplace bullying & harassment**  I have completed the required course on preventing and addressing workplace bullying and harassment that is available on-line at  <http://rms.ubc.ca/training-and-general-education-courses/safety-programs-training/> |  |  |
| 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 nearest 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 and elements.  <http://rms.ubc.ca/health-safety/student-safety/undergraduate-student-safety/> |  |  |
| 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 alerted to the procedures to follow in minimizing or eliminating the risk and in responding to an incident. |  |  |
| K | **Personal protective equipment** *(if applicable)*  I have the appropriate orientation and training is the use and care of any personal protective equipment 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 safety with these products and can respond appropriately in case of an emergency or spill. |  |  |
| M | **Reporting unsafe conditions and the right to refuse to perform unsafe work**  I understand I have the right to refuse unsafe work. I have been advised on the policies and procedures to be followed to report unsafe conditions or procedures.  <https://www.worksafebc.com/en/health-safety/create-manage/rights-responsibilities/refusing-unsafe-work> |  |  |