

SAFETY ORIENTATION CHECKLIST

(Host Organization to complete with student on their first work day)

STUDENT INFORMATIONName: Michelle LymanStudent Number: 213142369**PLACEMENT HOST ORGANIZATION INFORMATION**

Name of Placement Host Organization:

STA HealthCare Communications

COMPLETE DURING ORIENTATION		✓
Name of immediate supervisor and Joint Health and Safety Committee representative (JHSC) or Safety Representative	<u>Donna Graham</u>	✓
Worker/supervisor rights and responsibilities	<u>production management</u>	✓
Safe work procedures and operation of equipment		✓
Use of Personal Protective Equipment (PPE)	<u>N/A</u>	✓
Identification of restricted or prohibited areas, tools, equipment and machinery	<u>N/A</u>	✓
Hazards in the workplace that may affect the student, how they're controlled and how to deal with them		✓
What to do and who to see if the student has a safety concern	<u>Donna Graham</u>	✓
What to do when there is a fire or other emergency (e.g., evacuation procedures)		✓
Location of fire exits and fire extinguishers		✓
Location of the first aid supplies, equipment, facilities:		
• Names of staff responsible for first aid	<u>Donna Graham</u>	✓
• How to record first aid treatment		
Procedures for reporting accidents and injuries		✓
Workplace Hazardous Materials Information System (WHMIS)	<u>N/A</u>	✓
Workplace policies and procedures on:		
• Workplace Harassment		✓
• Violence prevention		
• Working in isolation		
• Smoking/Drinking/Substance abuse		
Location of other important information		
• Materials Safety Data Sheet (MSDS)		✓
• Joint Health & Safety Committee Minutes		
• Instructions for safe operation of each piece of equipment (if applicable)		
• Important telephone numbers		

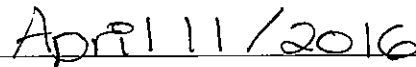
SCHEDULE "C"

Please complete this Safety Orientation Checklist during the student's health and safety orientation, and return a completed copy to:

Arlene Gould, Course Director/Design Placement
Department of Design
TEL 4008
York University
4700 Keele Street
Toronto, Ontario M3J 1P3
Email: designpl@yorku.ca

I have completed the Safety Orientation with my Placement Host Organization and/or Placement Supervisor.


Student Signature


Date