



**SAFETY ORIENTATION WORKSHEET**  
**FOR EMPLOYEES**

While on assignment, please report any and all safety issues first to your direct supervisor and then to Platinum Personnel as soon as it is safe to do so. If you call outside of office hours, please leave a message in the General Mailbox including a phone number where you can be reached.

Platinum Personnel:	Phone:	(250) 979-7200
	Toll Free:	1-800-652-1511
	Fax:	(250) 979-7475
	Email:	<a href="mailto:enquiries@platinumpersonnel.ca">enquiries@platinumpersonnel.ca</a>

Dates of Current Assignment: \_\_\_\_\_  
Current Assignment Company Name: \_\_\_\_\_  
Address of Current Assignment: \_\_\_\_\_  
Supervisor for Current Assignment: \_\_\_\_\_  
Contact Number for Supervisor: \_\_\_\_\_

**Personal Protective Equipment:**

Is personal protective equipment required for this assignment? If so, please make sure you are shown how to properly use this protective equipment. It is your responsibility to use this equipment in a way that protects you and those around you.

**Hazardous Materials**

Will you be handling dangerous materials during the course of this assignment? If so, ensure you have been properly instructed in the safe handling of these substances before you proceed.

**First Aid/Reporting Injuries:**

Q: If an injury occurs, to whom and how should the event be reported?

A: \_\_\_\_\_

**Location of First Aid Facilities:**

Q: Where are the First Aid Kit and other First Aid Equipment and Supplies kept?

A: \_\_\_\_\_

**First Aid Attendants:**

Q: Who are the First Aid Attendants and how can they be summoned?

A: \_\_\_\_\_

**Company Procedures:**

Q: Does the company for which you are temping have any special safety procedures?

A: \_\_\_\_\_

**Emergency Procedures:**

Q: What should you do in the event of an emergency?

A: \_\_\_\_\_

**Types of Emergencies:**

Q: What types of emergencies could occur at your place of work?

A: \_\_\_\_\_

**Exit Routes:**

Q: Based on where you will be working, where are the closest emergency exits and what are the evacuation routes?

A: \_\_\_\_\_

**Fire Extinguisher:**

Q: Where is/are the fire extinguisher(s) located?

A: \_\_\_\_\_

(Note: Do not use the fire extinguisher unless you have been trained to do so.)

**Working Alone or In Isolation:**

Q: Will you be working alone or in isolation? If so, what are the company's procedures and check-in system?

A: \_\_\_\_\_

**Calling 911**

Q: In the event of an emergency where you need to call 911, where is the nearest phone located?

A: \_\_\_\_\_

## **Rights & Responsibilities:**

**Hazard:** a thing or condition that may expose a person to a risk of injury or occupational disease

It is the supervisor's responsibility to explain the hazards to which a worker may be exposed (including risks from robbery, assault or confrontation) while it is the worker's responsibility to report all hazards and potential hazards to his/her supervisor.

## **Workers' responsibilities include:**

- Learning and following safe work procedures.
- Reporting hazards and/or injuries to the supervisor or employer immediately (and then calling Platinum Personnel to advise us of the situation).
- Participating in inspections and investigations when appropriate .
- Using personal protective equipment where required and in an appropriate way.
- Helping to create a safe workplace by recommending ways to improve the health and safety program.
- Perform work in a safe manner including choosing clothing that is appropriate for the assignment being undertaken.
- Not engaging in horseplay or working while impaired by alcohol, drugs or other causes.
- Seeking immediate medical attention when appropriate (and then calling Platinum Personnel to advise us of the situation).
- Refusing to do work that you have reasonable cause to believe would create an undue hazard to the health and safety of any person. In the event of the refusal to do unsafe work, please contact Platinum Personnel immediately.

## **Supervisors' responsibilities include:**

- Providing a health and safety orientation to new workers including instruction in the proper use of personal protective equipment where required.
- Train workers for all tasks assigned to them & check that their work is being done safely and providing ongoing training as required.
- Ensure that only authorized, adequately trained workers operate tools & equipment or use hazardous chemicals.
- Ensure that equipment & materials are properly handled, stored & maintained.
- Enforce health & safety requirements and correct unsafe acts & conditions.
- Reporting any safety or health hazards to management.

## **Employer's responsibilities include:**

- Providing a safe and healthy workplace including the provision of adequate first aid facilities & services and personal protective equipment where required.
- Ensure that workers are adequately trained.
- Keep written records of training (who, what, when).
- Establish & maintain a comprehensive occupational health & safety program.
- Support supervisors, safety coordinators, and workers in their health & safety activities.
- Take action immediately when made aware for a potentially hazardous situation.
- Initiate immediate investigation into incidents.

**THE FINAL WORD:**

**If you cannot perform the tasks or processes safely, *STOP!*  
*Request additional orientation, protective equipment  
and/or training before proceeding!***

**Policy Guidelines for the Correction of Unsafe Conditions**  
**& Refusal of Unsafe Work**

**Excerpt from Occupation Health & Safety Regulations**

Source: [www.worksafebc.com](http://www.worksafebc.com)

**Correction of Unsafe Conditions**

**3.10 Reporting unsafe conditions**

Whenever a person observes what appears to be an unsafe or harmful condition or act the person must report it as soon as possible to a supervisor or to the employer, and the person receiving the report must investigate the reported unsafe condition or act and must ensure that any necessary corrective action is taken without delay.

**3.11 Emergency circumstances**

If emergency action is required to correct a condition which constitutes an immediate threat to workers only those qualified and properly instructed workers necessary to correct the unsafe condition may be exposed to the hazard, and every possible effort must be made to control the hazard while this is being done.

**Refusal of Unsafe Work**

**3.12 Procedure for refusal**

(1) A person must not carry out or cause to be carried out any work process or operate or cause to be operated any tool, appliance or equipment if that person has reasonable cause to believe that to do so would create an undue hazard to the health and safety of any person.

(2) A worker who refuses to carry out a work process or operate a tool, appliance or equipment pursuant to subsection (1) must immediately report the circumstances of the unsafe condition to his or her supervisor or employer.

(3) A supervisor or employer receiving a report made under subsection (2) must immediately investigate the matter and

(a) ensure that any unsafe condition is remedied without delay, or

(b) if in his or her opinion the report is not valid, must so inform the person who made the report.

(4) If the procedure under subsection (3) does not resolve the matter and the worker continues to refuse to carry out the work process or operate the tool, appliance or equipment, the supervisor or employer must investigate the matter in the presence of the worker who made the report and in the presence of

(a) a worker member of the joint committee,

(b) a worker who is selected by a trade union representing the worker, or

(c) if there is no joint committee or the worker is not represented by a trade union, any other reasonably available worker selected by the worker.

(5) If the investigation under subsection (4) does not resolve the matter and the worker continues to refuse to carry out the work process or operate the tool, appliance or equipment, both the supervisor, or the employer, and the worker must immediately notify an officer, who must investigate the matter without undue delay and issue whatever orders are deemed necessary.

### **3.13 No discriminatory action**

(1) A worker must not be subject to discriminatory action as defined in [section 150 of Part 3 of the Workers Compensation Act](#) because the worker has acted in compliance with section 3.12 or with an order made by an officer.

(2) Temporary assignment to alternative work at no loss in pay to the worker until the matter in section 3.12 is resolved is deemed not to constitute discriminatory action.

**Note:** The prohibition against discriminatory action is established in the *Workers Compensation Act* [Part 3, Division 6, sections 150 through 153](#).