Health & Safety Orientation Checklist for Volunteers/School Hired Contractors

All volunteers and contractors hired by the School must complete an Occupational Health & Safety (OH&S) orientation checklist with guidance from a Rocky View Schools (RVS) contact, representative or supervisor. Please complete and sign this checklist prior to commencing volunteering/work with RVS. The form will kept on record at the school.

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| --- | --- |
| Volunteer Name: | Date: |
| Site/Location: |

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| --- | --- |
| **Safety Topics to be presented during orientation:** |  |
| Name of RVS Contact/ Representative for health & safety questions (Pls Print): |
| *Review the following information:* | *Check when completed* |
| Review Occupational Health & Safety (OH&S) Commitment Document | [ ]  |
| Review and understand Volunteer Rights1. Right to Know – know about potential hazards
2. Right to Participate in Health & Safety – safety orientation
3. Right to Refuse Dangerous Work – may refuse dangerous work with no reprisal. Report concern to supervisor, Joint Workplace H&S Committee and RVS OH&S department
 | [ ]  |
| Review and understand RVS Volunteer Responsibilities1. Responsible to follow all H&S legislation and RVS policies and procedures
2. Responsible to ensure H&S of themselves, others & students
3. Cooperate with your employer/ supervisor in regard to H&S
4. Report unsafe and unhealthy conditions (Hazard Report)
5. Wear personal protective equipment (PPE), if required (i.e., safety glasses, etc.)
6. Refrain from causing or participating in violence and harassment
 | [ ]  |
| Review Incident/Accident and WCB (Worker’s Compensation Board) Reporting Procedures (All RVS related workplace incidents need to be reported to your RVS contact) | [ ]  |
| Review Hour Zero Emergency Protocols | [ ]  |
| **Comments:** |
|  |
| **By signing the form, the volunteer agrees to follow all legislative and RVS OH&S requirements.** |
| **Volunteer Signature:** |
| **RVS Contact Signature:** |

**Distribution**: On file with contract

*Reference:*

* AP411 Occupational Health and Safety