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 Rights   1. 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 Responsibilities   1. 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