Lakehead UNIVERSITY | Health and Safety

Job Specific Training for Office Personnel

A: Employee/Position Information

Department: _____ Position: _____

Employee Name: _____ _____
Last First

Supervisor Name: _____ _____
Last First

B: Department Orientation

1. Department Information
   - ☐ Accident Reporting
   - ☐ First Aid kit location
   - ☐ Telephone System
   - ☐ Housekeeping
   - ☐ Working Alone Policy
   - ☐ Workplace Violence Prevention

2. Facilities
   - ☐ Security
   - ☐ Emergency Exits & Procedures
   - ☐ Workorders x8273 or work.orders@lakeheadu.ca

3. Health & Safety
   - ☐ Keep aisles/doors clear of obstructions
   - ☐ Power bars instead of extension cords
   - ☐ Complete AODA training within 2 weeks
   - ☐ Keep paper and other combustibles to a minimum
   - ☐ Report any H&S concerns to x8671 or x8806

Site and Hazard Specific Training* Provided by the Supervisor (list):

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

* Hazard specific refers to predictable hazards encountered in the particular work area. Training must be provided to mitigate these hazards. Examples of specific hazards are: ergonomics, proper lifting techniques, tripping hazards and fire/electrical safety awareness.

C: Signatures

Please sign and retain for your records. Provide a copy to the Human Resources Officer – Health and Safety.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____