

Trent University is committed to promoting health and safety in the work place by endeavouring to prevent accidents, injuries and occupational illnesses. To ensure the health and safety of its work force, Trent University must provide safe equipment, competent supervision and adequate safety education for employees. Every person who works at Trent University has an important role to play in maintaining the University's high standards of safety. All employees must do their part to prevent accidents. They must exercise safe work practices, participate in safety training, identify and report workplace hazards and comply with safety standards as set out by any and all relevant legislation and Trent University Health and Safety Policies and Procedures.

Worker's Rights and Responsibilities under the *Occupational Health and Safety Act*

Rights:

- To know about workplace health and safety hazards
- To participate in making recommendations on health and safety issues
- To refuse work if believed to endanger health or safety

Responsibilities:

- To work in compliance with the *Occupational Health and Safety Act*
- To wear protective equipment, devices and clothing required by the employer
- To report to a Manager any defective equipment, hazard or violation of the *Act*
- To work in a manner that does not endanger the worker or others
- Not engage in horseplay or boisterous conduct

Trent University Health and Safety Orientation Checklist

Review the following:

- [Joint Health and Safety Committee](#)
- [Health & Safety Policy](#)
- [Trent University Health & Safety Guidelines and Standards](#)
- [Emergency Response Procedures](#)
- [Workplace Violence & Harassment Policy](#)

Complete the following training packages and quizzes:

- Workplace Violence & Harassment training
- Ministry of Labour Awareness training
- New Employee Health and Safety Orientation training

Packages and quizzes can be accessed by logging into Blackboard Learn 9 via myTrent (please email healthandsafety@trentu.ca if you have difficulty accessing the training package on the Mandatory Employee and Legislated Responsibilities Intranet)

By submitting this form, you agree to the following:

- I have been provided access to these documents and have reviewed them;
- I have completed the required training;
- I have been given an opportunity to ask questions and/or identify any concerns I may have with respect to the content of these documents and/or my own personal health and safety;
- I understand my rights and responsibilities as set out by the Occupational Health and Safety Act.

Position Title

Department

Employee's Name (please print)

Supervisor's Name (please print)

Date

Employee's Signature

Supervisors are required to ensure this form is completed, signed and submitted to the Health and Safety Advisor, Human Resources Department, Suite 116 Blackburn Hall within one month of the employee's date of hire. Contact the Health and Safety Advisor to arrange any specialized health and safety training that may be required.

Original – HR Personnel File via H&S Advisor

Copy 1 – Supervisor

Copy 2 – Employee