



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.

Volunteer Name:	Date:
Site/Location: Kathryn School	

Safety Topics to be presented during orientation:	
Name of RVS Contact/ Representative for health & safety questions (Pls Print):	
<i>Review the following information:</i>	<i>Check when completed</i>
Review Occupational Health & Safety (OH&S) Commitment Document	<input type="checkbox"/>
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	<input type="checkbox"/>
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	<input type="checkbox"/>
Review Incident/Accident and WCB (Worker’s Compensation Board) Reporting Procedures (All RVS related workplace incidents need to be reported to your RVS contact)	<input type="checkbox"/>
Review Hour Zero Emergency Protocols	<input type="checkbox"/>
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