

Health & Safety Orientation Checklist for Volunteers

All volunteers 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 within one week of beginning volunteering with RVS, and annually in the beginning of the new school year. The form will kept on record with the signed contract.

Volunteer Name:	Date:
Site/Location:	Job/Position:

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 <ol style="list-style-type: none"> 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 <ol style="list-style-type: none"> 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 regards 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 (then into RISC)	<input type="checkbox"/>
Review RVS COVID-19 Requirements with RVS Contact <ol style="list-style-type: none"> 1. Daily health checklist to ensure fit for work 2. Mask requirements 	<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