

HEALTH & SAFETY COORDINATOR ONBOARDING CHECKLIST

Learn about the Health & Safety Coordinator role

- Review section 2.7 of the [University's Health Safety and Environmental Management System](#)
- Read [Policy 34](#)

Training

Complete the following training. [Click here to see a list of scheduled classroom training.](#)

- [Risk Assessment SO2500](#) (online and must be completed prior to the in-class Workplace Inspections SO1007 or Incident Investigation SO1012)
- [Workplace Inspections SO1007](#) (in-class training)
- [Incident Investigation SO1012](#) (in-class training)
- [Supervisor Safety Awareness/Orientation SO1100](#) (online)
- Review the [health and safety training available through the Safety Office](#)
- Contact [Doug Dye](#) in the Safety Office to obtain access to department training record reports
 - Using the reporting tool, check to ensure all staff have completed [mandatory safety training](#)

Department health & safety bulletin boards

- Use the [posting requirements page](#) to ensure postings are up to date

Department safety orientation

- Review the [First Aid Program](#)
- Review the [general evacuation procedures](#)
- Review [information on fire safety & fire wardens](#)

Signature

I, _____ have completed the above onboarding orientation program.

Please send a copy of this signed checklist to the Safety Office (safety@uwaterloo.ca) after completing the onboarding within the next two months.