

Supervisor's Orientation Checklist for Staff, Faculty and Graduate Students

The **SUPERVISOR'S ORIENTATION CHECKLIST** is a tool to assist supervisors in providing a complete orientation for employees and faculty members who are new to the University or new to a particular department or faculty.

If an employee or faculty member works in a laboratory or with biohazards, the **SUPERVISOR'S ORIENTATION CHECKLIST** is to be used in conjunction with the **NEW LABORATORY WORKER ORIENTATION FOR PRACTICAL BIOSAFETY CHECKLIST**. These checklists have been developed to measure two different aspects of the orientation process. Please ensure that both lists (if applicable) are appropriately signed off once the orientation is complete. Both checklists are available at www.upei.ca/humanres/forms.

Please return signed checklist(s) to the Human Resources Department within two (2) weeks of hire.

Employee Name		Department	
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General introduction

- ☐ greet new staff or faculty member and outline the orientation
- ☐ describe structure of the department or faculty
- ☐ introduce new employee to colleagues

Familiarize employee with the department or faculty and other areas as appropriate

- ☐ location of work area
- ☐ location of washrooms
- ☐ location of supplies
- ☐ location of exits, fire extinguishers, and first aid kits
- ☐ location of eyewash stations and emergency showers, if applicable

Review responsibilities and expectations

- ☐ collective agreement, if applicable
- ☐ performance of duties
- ☐ site specific Standard Operating Procedures (SOPs)
- ☐ site specific policies
- ☐ work behavior and attitude
- ☐ attendance and punctuality
- ☐ expected general appearance, appropriate attire
- ☐ handling confidential information
- ☐ dealing with the public
- ☐ provide copy of campus directory and explain telephone usage, eg. personal and long distance calls
- ☐ probationary period and performance reviews (if applicable)
- ☐ use of computers, internet access, security, appropriate use, UPEI web-sites
- ☐ keys, card key if applicable, security
- ☐ parking pass
- ☐ travel policy while on University business **OR** ☐ travel policy not applicable

Explain working conditions as referenced in applicable collective agreement or employee handbook

- ☐ hours of work (including breaks) and shift schedules
- ☐ pay and overtime
- ☐ rest breaks, lunch breaks and personal business during working hours
- ☐ vacation, holidays, Christmas break period, storms, leave form usage and reporting absence from work

Review health and safety information

- ☐ Health and Safety Policy (available at www.upei.ca/policy/)
- ☐ Working Alone Policy (available at www.upei.ca/policy/)
- ☐ Hearing Conservation Program Policy (available at www.upei.ca/policy/)
- ☐ UPEI Workers' Compensation & Incident Reporting & Investigation Policy (available at www.upei.ca/policy/)
- ☐ how to report a hazard, health and safety concern, or incident
- ☐ identify job specific hazards and review safe working practices and procedures
- ☐ requirements, use, care, and maintenance of personal protective equipment (PPE), if applicable
- ☐ review site specific health and safety issues
- ☐ WHMIS introduction, Material Safety Data Sheets (MSDS) location, chemical inventory
- ☐ demonstrate how to access WHMIS on-line training program (www.upei.ca/humanres/safety/training)
- ☐ schedule date for the completion of on-line WHMIS training _____
- ☐ disposal of waste **OR** ☐ disposal of waste not applicable
 - ☐ bio-hazardous materials ☐ bio-medical materials ☐ medical waste
 - ☐ sharps ☐ broken glass ☐ general lab waste
- ☐ lifting and handling restrictions
- ☐ Emergency Procedures Manual
 - ☐ building evacuation plan ☐ building specific power outage procedures
- ☐ proper attire and boot washing (AVC)
- ☐ zoonotic disease control (AVC)
- ☐ schedule additional safety training **OR** ☐ additional safety training not applicable
 - ☐ Transportation of Dangerous Goods
 - ☐ biosafety ☐ radiation safety ☐ confined space
 - ☐ laser safety ☐ fall protection ☐ other, please specify
- ☐ identify Health and Safety Committee Representative and contact information

Review locations of UPEI policy web site www.upei.ca/policy/ and review particular policies

- ☐ Fair Treatment Policy ☐ Scent-Free Initiative ☐ Tobacco Use Policy
- ☐ Violence Prevention & Response: Ensuring a Safe Campus Committee
- ☐ Other, please specify

The signatures below are evidence that the topics covered in this checklist have been discussed to the satisfaction of the employee and the supervisor.

Employee Signature

Supervisor/Chair Signature

Date