



PHYSICAL PLANT NEW HIRE ORIENTATION
Course #000127

This Physical Plant New Hire Orientation is mandatory for all. It is best suited to be taken within the first 48 hours. It is in three parts; 1. Physical Plant Overview; 2. Training; and 3. Safety and Health within the Physical Plant. This orientation takes about 1 hour to complete.

Date: _____ Name: _____

Work Unit: _____ Custodial Zone: NZ CZ SZ WZ BTN
Active Living Residence

Certification: By signing this document, you are certifying that you have: A. Attended and understand the Physical Plant General Orientation; and B. Received the "Workplace Safety and Health Act and Regulation" and "Employee Orientation Manual."

Employee's Signature: _____

Trainer's Signature: _____

Part 1: Physical Plant Overview	✓
Overview of the Physical Plant Organization	
Emergency Procedures: - Request everyone in the area to evacuate - Activate the fire alarm system - Close doors and windows - Get out of the building - Do not use the building elevators—use the stairs - Go to the muster point for your work unit / building	
Fire, bomb or biological agent threats	
Telephones—Emergency Numbers: 555, #555 (cell MTS and Rogers) or -9341	
Your building emergency exits / Your building muster points / Your building fire extinguishers / Your building first aid kit (Ask your supervisor).	
Stalled Elevator Procedure	

Respect in the Workplace Policy	
Admin.: Payroll inquires / Direct Bank Deposit / Absent from work or sick at work	
Professionalism: Hours of Work / Conduct / Non-prescription Drugs / Alcohol / Theft / Working in Another's Workplace	
No Smoking in the Workplace	
U of M Vehicles: No smoking / Use seatbelts / No cell phone use while driving / No unnecessary idling	
Reporting Malfunctioning Equipment	
Radio Transmissions: 681 Frequency / Recorded / Radio Not Confidential	
Sustainability / Recycling	
Personal Identification Card: Must be visible	
Lunch and Work Breaks / Sanitation and Lunch Room Facilities	
Building and Office Access	
Part 2: Training	
Mandatory under WS&H Act Section 4(4)	
Basic Safety Training: New Hire Orientation / Job-specific training / Safety meetings	
Training is on a need-to-know basis / Training can last from 15 minutes to several hours / virtually all comes with a Competency Check (pass mark 60%)	
All training earns employees a Certification (usually valid for 3, 5 or 99 years) and is entered into the Training and Safety Database	
Part 3: Safety and Health	
Certificate of Recognition (Construction Safety Association of Manitoba)	
Duties of Workers (Act, Section 5)	
Rights of Workers: To be Informed / To Participate / To Refuse / No Discrimination	
Workplace Safety and Health Act and Regulation / Physical Plant Safety Manual / How they are connected (Act, Section 7.4(1))	
Due Diligence—What is it?	
Reporting non-emergency incidents, near misses, unsafe acts and conditions	
Permits: Confined Space / Hot Work	
Physical Plant Local Area Safety & Health Committee (Act, Section 40(1))	
Toolbox / Tailgate / Staff Meetings	
First Aid (Regulation, Part 5)	
Emergency Washing Facilities: Decontamination / Eye Wash Stations (Regulation, Part 21)	

Musculoskeletal Injuries (Regulation, Part 8): Most Frequent Injury in Physical Plant– Sprains & Strains (20% of all Incidents)	
Asbestos (Regulation, Part 37)	
Workplace Hazardous Materials Information System (Regulation, Part 35)	
Material Safety Data Sheets: 3 years or newer / Safety Information	
Working in Labs: Biological, Chemical, Radiation and Laser Safety Workshop	
Energy Source Safety: Lock Out / Tag Out Safe Job Procedure	
Personal Protective Equipment (Regulation, Part 6)	
Working Alone or in Isolation (Regulation, Part 9)	
Mechanical Room Safety	

We do Emergency Work–But Not At The Cost Of Safety

Employee's Name (Please print): _____

NOTE: We require this in case this sheet is not attached to the first sheet and gets lost. If that happens, we will have no idea who this sheet belongs to. Thank you.

Last Amended: January 2012