

Trent University is committed to promoting health and safety in the workplace by endeavoring to prevent accidents, injuries, occupational illnesses, and ensure competent supervision. Every person who works at Trent University has an important role to play in maintaining the University's high standards of safety. All employees must do their part to prevent accidents. They must abide by safe work practices, participate in safety training, identify, and report workplace incidents/ injuries and comply with safety standards as set out by any and all relevant legislation and Trent University Health and Safety Policies and Procedures.

**Worker's Rights and Responsibilities under the *Occupational Health and Safety Act***

**Rights:**

- To know about workplace health and safety hazards
- To participate in making recommendations on health and safety issues
- To refuse work if believed to endanger health or safety

**Responsibilities:**

- To work in compliance with the *Occupational Health and Safety Act*
- To wear protective equipment, devices and clothing required by the employer
- To report to a Supervisor any defective equipment, hazard, or violation of the *Act*
- To work in a manner that does not endanger the worker or others
- Not engage in horseplay or boisterous conduct

**Trent University Health and Safety Orientation Checklist**

Review the following:

- [Joint Health and Safety Committee](#)
- [Health & Safety Policy](#)
- [Trent University Health & Safety Guidelines and Standards](#)
- [Emergency Response Procedures](#)
- [Workplace Violence & Harassment Policy](#)
- [Right to Disconnect Policy](#)
- [Employee Electronic Monitoring Policy](#)

Complete the following online training and quizzes:

- Workplace Violence & Harassment training
- Health and Safety Awareness training
- New Employee Health and Safety Orientation training

[Training instructions](#) (including how to self-enroll) are posted on the Health & Safety website. Please email [healthandsafety@trentu.ca](mailto:healthandsafety@trentu.ca) if you have issues accessing the training.

By submitting this form, you agree to the following:

- I have been provided access to these documents and have reviewed them;
- I have completed the required training;
- I have been given an opportunity to ask questions and/or identify any concerns I may have with respect to the content of these documents and/or my own personal health and safety;
- I understand my rights and responsibilities as set out by the [Occupational Health and Safety Act](#).

Position Title

Department

Supervisor's Name (Please Print)

Employee's Name (Please Print)

Employee's Signature

Date

*Supervisors are required to ensure this form is completed, signed and submitted to [healthandsafety@trentu.ca](mailto:healthandsafety@trentu.ca) within one month of the employee's date of hire  
Contact [healthandsafety@trentu.ca](mailto:healthandsafety@trentu.ca) to arrange any specialized health and safety Training that may be required.*