SFU Safety Orientation Frequently Asked Questions

1. What is the SFU Safety Orientation?

The SFU Safety Orientation has been developed to assist the University in meeting the WorkSafeBC “New & Young Worker” regulatory requirement that all new and young workers are orientated and trained before starting work. SFU must provide employees with orientation and training about safe work procedures and how to recognize hazards on the job before they start work.

2. I’ve already completed the New & Young Worker Safety Orientation. Do I have to do this again?

All employees are strongly encouraged to complete the updated SFU Safety Orientation. Policy and procedures have changed since the original launch of New & Young Worker Safety Orientation.

Employees are not required to complete the Job Specific Safety Orientation Checklist again unless their position/job has changed.

3. Is the SFU Safety Orientation mandatory?

Yes. All new employees are required to participate in the SFU Safety Orientation regardless of their position, union-affiliation, or duration of employment. Current employees are strongly encouraged to refresh their health and safety awareness by also completing the SFU Safety Orientation module.

4. When should new employees take the SFU Safety Orientation?

New employees should take the training immediately upon starting work at the University. The time spent taking the training is considered paid time.

5. Who will track attendance?

EHS will track attendance, however supervisors are required to inform their new hires of the orientation and to enforce participation since EHS does not have a master list of new hires at the University. EHS will provide departments with regular summaries of training participants, upon request.
6. What are the implications of non-attendance?

Language will be added to employment contracts/letters of offer to indicate that completion of the Safety Orientation is a condition of employment. Supervisors are responsible for ensuring their direct reports have participated in the Orientation.

From a regulatory perspective, WorkSafeBC can issue an order against the University for non-compliance if we are unable to provide training records upon request.

7. Do supervisors get notified when someone has taken the training module?

Unfortunately, Canvas is not able to email supervisors when an employee completes the training.

8. People come on and off payroll all the time. How will departments and supervisors know if someone has taken this training relating to a past appointment or an appointment with another supervisor or unit on campus?

Supervisors are responsible for informing their new hires of the training requirement. Supervisors should be reviewing the Job-Specific Safety Orientation Checklist with their new hires. The checklist specifically asks whether the new employee has taken the online training module.

If the new employee has taken the training module previously, he/she should inform their supervisor and this will be noted on the checklist.

9. What about volunteers - does this only apply to paid employees?

This training only applies to paid employees. WorkSafeBC mandates that all workers receive a safety orientation prior to starting work. Unpaid volunteers are not considered workers by WorkSafeBC.

SRS still believes it is important to share safety information with all members of the University community including students and visitors; therefore, the next phase of our training project will involve the creation of a general safety module for students and “non-workers”. This is not yet in place.