**Before you work your first shift, you need to complete the items on this checklist.**

* Check-off the items as you complete them.
* The allocated length is an estimate.

Use this checklist to keep track of your own learning; you do not need to share it with anyone.

# Additional Safety Resources and Employer-Specific Requirements

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| ADDITIONAL SAFETY RESOURCES | | Length |
| ⬜ | [Mental Well-Being During COVID-19](http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/mental-well-being-during-covid-19) | 15 min |
| ⬜ | [BC COVID-19 Symptom Self-Assessment Tool](https://bc.thrive.health/) | 10 min |
| ⬜ | [BCCDC Hand Hygiene](http://www.bccdc.ca/health-info/prevention-public-health/hand-hygiene) | 10 min |
| ⬜ | [BCCDC Respiratory Etiquette](https://www.cdc.gov/flu/professionals/infectioncontrol/resphygiene.htm) | 5 min |
| ⬜ | [BCCDC COVID-19 – stop the spread](http://www.bccdc.ca/Health-Info-Site/Documents/COVID19_Poster_002_English.pdf) | 5 min |
| ⬜ | [BCCDC COVID-19: Long-Term Care Facilities and Assisted Living](http://www.bccdc.ca/health-professionals/clinical-resources/covid-19-care/clinical-care/long-term-care-facilities-assisted-living) | 15 min |
| ⬜ | [BCCDC COVID-19: 9 Steps to Take Off Personal Protective Equipment](http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_MOH_BCCDC_Doffing.pdf) | 5 min |
| ⬜ | Employer COVID-19 Policies and Protocols | 10 min |
| ⬜ | Employer COVID-19 Policies and Protocols on staff movement and Single Site Order | 15 min |
| ⬜ | Employer Respectful Workplace Policies | 15 min |
| ⬜ | Employer Privacy and Confidentiality Policies | 15 min |
| ⬜ | Employer Work Attire Policy and Protocols | 10 min |
| ⬜ | Employer Scent/Perfumes Policy | 5 min |
| ⬜ | Employer Workplace Health and Safety Policies | 15 min |
| ⬜ | Employer Hand Hygiene Policy and Protocol | 10 min |
| ⬜ | Employer Influenza Policies | 5 min |
| Total Time | | **2h 45min** |

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| WORKSITE-SPECIFIC TOPICS | | Length |
|  | Site orientation and overview of facility/work location | 30 min |
|  | Name and contact information of supervisor | 5 min |
|  | Name and contact information for Occupational Health and Safety Committee | 5 min |
|  | Employers’ and workers’ rights and responsibilities under the *Workers Compensation Act* and OHS Regulations | 15 min |
|  | Employer’s health and safety program | 10 min |
|  | Workplace health and safety rules | 10 min |
|  | Potential workplace hazards (e.g., violence, MSI, exposure to infectious agents) | 15 min |
|  | Violence Prevention in-person/virtual training | 450 min |
|  | Violence in the workplace (e.g., how risk is communicated, reporting, etc.) | 20 min |
|  | Point-of-Care Risk Assessment | 10 min |
|  | Working alone procedures | 10 min |
|  | Hand washing stations (soap and water and/or alcohol-based hand rub) | 10 min |
|  | Personal Protective Equipment (location, use [including demonstration]) | 10 min |
|  | Physical distancing markers | 5 min |
|  | Emergency codes and procedures applicable to your area | 15 min |
|  | [Provincial Workplace Health Call Centre](http://www.whcallcentre.ca/)/Who to contact if injured at work | 5 min |
|  | Location of first aid and how to get first aid | 10 min |
|  | WHIMIS information | 10 min |
|  | Buddy shifts | 5 min |
|  | Introduction to the care team | 60 min |
|  | Check-in procedures when reporting for shift | 15 min |
|  | Site documentation procedures | 30 min |
|  | On-site-appropriate staff break areas | 15 min |
|  | Human Resource processes and forms | 15 min |
|  | Leave requests (vacation and reporting absences) | 10 min |
| Total Time | | **12h 55 min** |

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| RESIDENT INTERACTIONS | | Length |
|  | Greeting residents | 30 min |
|  | Wearing identification/nametag | 10 min |
|  | Reviewing and demonstrating role and duties | 30 min |
|  | Redirecting inquiries | 15 min |
|  | Dining Room experience | 30 min |
| Total Time | | **1h 55 min** |