

CBS Safety & Environment Management Manual

CANADIAN BIRKEBEINER SOCIETY	SAFETY PROGRAM Orientation Form	Orientation Form-001 Jan, 2019	PAGE 1 of 2
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INSTRUCTIONS: This form should be used to record the participation of CBS Directors, Volunteer Leaders and Regular Volunteers in OHS orientation activities. Signatures of participants will be taken to acknowledge, 1) their participation in the orientation process, and 2) that the information in the CBS SEM Manual to which they were referred has been reviewed. When completed, this form should be filed with the CBS office as a record of the completed Orientation process.

Note: Volunteer Leaders will include minimal briefing information on the overall CBS SEM Program as part of on-the-day Tailgate meetings with Regular and Occasional Volunteers, having already referred these volunteers to relevant information posted on the CBS website. Recorded participation in Tailgate Meetings will again imply that relevant CBS SEM Program policies and procedures have been reviewed.

Name of CBS member responsible:

Role in the CBS:

Signature of CBS member responsible:

CBS group:

Date of completion:

ORIENTATION RECORD for Directors, Volunteer Leaders and Regular Volunteers [Reference Document: CBS Health & Safety Manual](#)

Checklist of material covered by the orientation program.

- Alberta OH&S Act, Regulations and Codes: Implications for the CBS.
- CBS Health & Safety Program.
- Occupational Health and Safety responsibilities of CBS Directors, Safety Committee, staff and volunteers
- Key rights and responsibilities of “workers” under revised Alberta legislation
- Operational structure of the CBS SEM Program – roles and responsibilities
- Site-specific differences in responsibilities among CBS and collaborating organizations
- Training and Recruitment policies as key components of achieving OHS compliance
- Procedures for recording CBS SEM-related activities
- Procedures and responsibilities for reporting incidents/accidents
- Responsibilities for implementing and executing Emergency Response Plans at specific locations
- Key hazards specific to different CBS work sites

