

**Student Record of Unit/Department Health & Safety Training Checklist**  
(to be completed onsite within 48 hrs of start)

Student Name: \_\_\_\_\_ School/Institution: \_\_\_\_\_

Program/Course Name: \_\_\_\_\_ Program Year: \_\_\_\_\_

KHSC Unit/Department: \_\_\_\_\_ Preceptor/Instructor Name: \_\_\_\_\_

Placement Start & End Date: \_\_\_\_\_ - \_\_\_\_\_

Unit/Department Specific H & S Training	Status
Procedures for Code Red including: <ul style="list-style-type: none"> <li>▪ Nearest emergency egress</li> <li>▪ Location of fire extinguishers</li> <li>▪ Evacuation location</li> </ul>	
First aid station location	
Location of OHSW	
Review of chemicals used in the unit/dept. including: Review of safe work practices, special handling instructions, PPE <ul style="list-style-type: none"> <li>▪ Safe Disposal</li> <li>▪ Location/access to MSDSs</li> <li>▪ Location and contents of spill kit</li> <li>▪ Code Brown procedure reviewed</li> </ul>	
Assistive devices (transfer boards, lifts, etc.) location and safe use	

Review of PPE requirements including: Where PPE is stored/accessed <ul style="list-style-type: none"> <li>▪ What procedures/job tasks require PPE (e.g. patient on additional precautions/isolation, tasks where risk of exposure/splash to Blood/body fluids/chemicals is possible, etc.)</li> <li>▪ Where PPE is stored/can be accessed including:</li> <li>▪ Eye protection (safety glasses, goggles, face shield), Hand protection (types of gloves)</li> <li>▪ Procedure Masks and N95 Respirators</li> <li>▪ Gowns, lab coats, lead aprons, collars, gloves</li> <li>▪ • Other</li> </ul>	
Reviewed safe operating procedures on the following pieces of equipment, tools, machinery:	
Reviewed procedures for pre-use equipment inspections	
Reviewed procedures for equipment defects & removal from service	
Reviewed unit/departmental specific policies and procedures including:	
The following additional training has been completed (please specify):	

**DATE**

**DATE**

**STUDENT/LEARNER SIGNATURE**

**INSTRUCTOR OR PRECEPTOR/SUPERVISOR  
SIGNATURE**