## Worker Orientation CHECKLIST

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| --- | --- |
|  | Employee name: |
|  | Position (tasks):  |
| Date hired or transferred: |  | Date of orientation: |
| Person providing orientation: |  | Phone number: |
| **Check** | **Subject** | **Trainer initials** | **Worker initials** |
|  | Supervisor’s name and contact information |  |  |
|  | Review company OHS Policy and OHS Program |  |  |
|  | Hazards – how and who to report unsafe practices or conditions to |  |  |
|  | Injuries – how and who to report them to |  |  |
|  | General safe work practices rules: *(List specific procedures. For each procedure: explain, demonstrate, and have worker demonstrate it back to you.)* |  |  |
|  |  | *Name specific task and safe work procedure 1 :*  |  |  |
|  |  | *Name specific task and safe work procedure 2 :*  |  |  |
|  |  | *Name specific task and safe work procedure 3 :*  |  |  |
|  |  | *Name specific task and safe work procedure 4 :* |  |  |
|  | Equipment – how to safely use, maintain, and clean*(Include a list of specific equipment workers will use.)* |  |  |
|  |  | *Name specific equipment 1:* |  |  |
|  |  | *Name specific equipment 2:* |  |  |
|  | Personal Protective Equipment (PPE) – what PPE the worker must use, where to get it, how to use it, how to clean, maintain, and store it. *(Include a list of specific PPE your workers must use and check off orientation as it applies)* |  |  |
|  | WHMIS – *General training. Include specific training for all hazardous materials in the workplace.* |  |  |
|  | Emergency procedures – where to find the emergency procedures |  |  |
|  | Locations of emergency exits and muster points |  |  |
|  | Locations of fire extinguishers and fire alarms |  |  |
|  | How to use fire extinguishers |  |  |
|  | What to do in an emergency situation |  |  |
|  | How to report the emergency and to whom |  |  |
|  | Emergency contact numbers |  |  |
|  | First Aid |  |  |
|  | Who the designated first aider in the workplace is |  |  |
|  | Location(s) of first aid kit(s) and eye wash facilities |  |  |
|   | First Aid log book |  |  |
|  | Hazards and control measures *(include procedures for all hazards)*  |  |  |
|  | Working Alone Procedures – who to contact, how to contact them, and how often |  |  |
|  | Violence and harassment procedures |  |  |