



# WORKER ORIENTATION CHECKLIST

<b>Employee Name:</b>			
<b>Position (tasks):</b>			
<b>Date Hired:</b>		<b>Date of Orientation:</b>	
<b>Person Providing Orientation:</b>			
<b>Company Name:</b>			

<b>Topic</b>	<b>Check Once Discussed</b>	<b>Notes</b>
<b>1. Supervisor Name:</b> <b>Telephone #:</b>		
<b>2. Rights and Responsibilities</b>		
General duties of employers, workers and supervisors		
Worker right to refuse unsafe work		
Worker responsibility to report hazards		
Bullying and harassment		
<b>3. Workplace Health and Safety Rules (Specific to Workplace)</b>		
<b>4. Known Hazards and How to Deal With Them (Specific to Workplace)</b>		
<b>5. Safe Work Procedures (Specific to Workplace)</b>		
<b>6. Procedure for Working Alone or in Isolation</b>		



<b>7. Measures to Reduce the Risk of Violence in the Workplace and Procedures for Dealing with Violent Situations</b>		
<b>8. Personal Protective Equipment (PPE) – What to use, when to use it, where to find it and how to care for it</b>		
<b>9. First Aid</b>		
First Aid attendant's name and contact information		
Locations of First Aid kits and eye wash facilities		
How to report an illness, injury or other incident		
<b>10. Emergency Procedures</b>		
Locations of emergency exits and meeting points		
Locations of fire extinguishers and fire alarms		
How to use fire extinguishers		
What to do in an emergency situation		
<b>11. Where Applicable; Basic Contents of the Occupational Health and Safety Program</b>		
<b>12. Hazardous Materials and WHMIS</b>		
Hazardous materials in the workplace		
Hazards of controlled product used by worker		
Location, purpose and how to read MSDS		
How to handle, use, store and dispose of hazardous materials safely		
Procedures for emergencies involving hazardous materials, including clean-up or spills		
<b>13. Where Applicable; Contact Information for the Occupational Health and Safety Committee or the Worker Health and Safety Representative</b>		
<b>14. Other Key Orientation Topics to Discuss if Applicable</b>		
Falls from elevation		
Lockout		
Lifting and moving objects		
Guarding (tools and machinery)		
Forklift and other mobile equipment		
Confined spaces		

<b>Trainer Signature:</b>	
<b>Worker Signature:</b>	