

Company Name Orientation Checklist

Employee Name:	Position:	Location:
Date:	Person providing orientation (Name/position):	<input type="checkbox"/> New Hire <input type="checkbox"/> Reorientation <input type="checkbox"/> Transfer

Topics	Completed (Y, N or N/A)	Comments
General Information		
1) Immediate Contacts (incl. contact #)		
Supervisor: Health and Safety Coordinator: HR Manager: Dispatch:		
2) Workplace health and safety rules		
3) First aid/Emergency Exits		
a) Locations of emergency exits and meeting points (muster point) b) First aid attendant name and contact information		
Basic contents of the Occupational Health and Safety Program		
1) Management Leadership and Commitment		
a) OHS Policy Statement b) Rights of Workers c) General Responsibilities/Duties d) Disciplinary Policy e) Applicable legislation (Worker Compensation Act or Canada Labour Code Part II) f) How to access legislation and Health and Safety Manual g) Annual Safety Message		
2) Joint Health and Safety Committee		
a) Duties and functions of JHSC b) JHSC Members c) JHSC contact information d) Meeting Minutes Location		



<p>3) Inspections</p> <ul style="list-style-type: none"> a) Inspection responsibilities b) Inspection frequencies c) How to perform assigned inspections d) How to report a hazard 		
<p>4) Hazard Identification and Risk Assessment</p> <ul style="list-style-type: none"> a) Hazard Identification and Risk Assessment Process b) Known hazards in the workplace c) When to perform risk assessments d) Where to find risk assessments e) How hazard information is communicated in the workplace <p>Risk Assessments reviewed with worker:</p>		
<p>5) Safe Work Procedures</p> <ul style="list-style-type: none"> a) Safe Work Procedure Development Process b) How to access safe work procedures <p>Safe Work Procedures reviewed with worker:</p>		
<p>6) Incident Investigations</p> <ul style="list-style-type: none"> a) What incidents must be reported b) When/How to report an incident c) Incident investigation responsibilities/who is involved d) Investigation process and corrective actions 		
<p>7) Emergency Preparedness</p> <ul style="list-style-type: none"> a) Emergency Procedures b) Responsibilities in case of an emergency c) Locations of first aid kits and eye wash facilities d) Locations of emergency exits and meeting points (muster point) e) Locations of fire extinguishers and fire alarms f) How to use fire extinguishers g) Annual drill 		

8) Driver Safety Program a) Driver training/competency requirements b) Driving specific hazards c) Control Measures to reduce hazards		
9) Mobile Equipment Program a) Pedestrian Safety Rules around Mobile Equipment b) Mobile equipment operator training/competency assessment requirements		
10) Preventative Maintenance Program a) Preventative Maintenance Procedures to be followed		
11) Personal Protective Equipment Program a) Required PPE b) What PPE the employer will provide and what workers must provide c) Use, Care, Selection, and Maintenance of Required PPE		
12) Fall Protection a) when fall protection is required b) the rules to be followed when working at height including site specific fall protection plans and required fall protection training		
13) Fall Prevention a) Maximum allowable working height and procedures to follow when work exceeds 10'		
14) MSI Program a) Review MSI Prevention Procedures b) Review any relevant MSI Assessments		
15) Manual Material Handling a) Review Manual Material Handling Procedures		
16) Workplace Violence and Harassment Prevention a) What is workplace violence and harassment b) How to report incidents of workplace violence and harassment (e.g., forms, procedures, contact information) c) Risks associated with their jobs and the controls in place to reduce risks d) Who is responsible for following up on complaints		
17) Working Alone a) Check-in procedures to be followed		
18) Training and Orientation a) Process for ongoing/refresher training b) Job Training requirements		

19) Hazardous materials and WHMIS <ul style="list-style-type: none">a) What hazardous materials are in the workplaceb) Purpose and significance of hazard information on product labelsc) Location, purpose, and significance of safety data sheets (SDSs)d) How to handle, use, store, and dispose of hazardous materials safelye) Procedures for an emergency involving hazardous materials, including clean-up of spills		
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Employee Signature

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