

Occupational Health and Safety Orientation Checklist

Last Revised: October 2018
Last Reviewed: October 2018
Next Review: October 2019

This document should be used to Review health and safety basics with new employees/employees new to the workplace. Arrange for additional safety training as necessary. Check off and sign when completed. Maintain on employee's HR file.

Employee Name:	Job title:	Date:
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Safety Item to be Reviewed	Check if reviewed	Note if N/A
<p>1. OHS Legislation:</p> <ul style="list-style-type: none"> ➤ Saskatchewan Employment Act (SEA) ➤ Occupational Health and Safety (OHS) Regulations <ul style="list-style-type: none"> ○ Informed where to find a copy of OHS legislation ○ Able to locate Occupational Health and Safety, PART III of SEA 	<input type="checkbox"/> <input type="checkbox"/>	
<p>2. Employee's Three Rights: Authority to make changes in the workplace is not equal – the employer maintains ultimate control, so the SEA sets out three basic rights for workers. The:</p> <ul style="list-style-type: none"> ➤ <i>Right to Know ...</i> <ul style="list-style-type: none"> ○ Workers have a right to know about the hazards of the job/workplace and safe work procedures to be followed ➤ <i>Right to Participate....</i> <ul style="list-style-type: none"> ○ Workers have the right to report hazards and participate in the development of safety controls. ○ They have the right to participate on Occupational Health Committees, raise safety concerns and be involved in resolutions. ➤ <i>Right to Refuse ...</i> <ul style="list-style-type: none"> ○ Workers have the right to refuse work that the worker believes is unusually dangerous, would normally stop work, or where the worker is not equipped or trained (SEA 3-31) ○ http://www.saskatchewan.ca/business/safety-in-the-workplace/rights-and-responsibilities-in-the-workplace/duties-and-rights-of-workers 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>3. Workplace Responsibility System: With rights comes responsibility. While the employer has the highest level of responsibility for health and safety in the workplace everyone shares the responsibility based on their level of ability and authority. Ensure employee is aware of their level of responsibility.</p> <ul style="list-style-type: none"> ➤ General duties of employer http://www.saskatchewan.ca/business/safety-in-the-workplace/rights-and-responsibilities-in-the-workplace/duties-of-employers ➤ General duties of supervisors http://www.saskatchewan.ca/business/safety-in-the-workplace/rights-and-responsibilities-in-the-workplace/duties-of-supervisors ➤ General duties of employees http://www.saskatchewan.ca/business/safety-in-the-workplace/rights-and-responsibilities-in-the-workplace/duties-and-rights-of-workers 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

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<p>4. Safety Structure/Governance:</p> <ul style="list-style-type: none"> ➤ Ministry Safety Policies ➤ Name of ministry's Safety Champion ➤ Manager/Supervisor to report OHS concerns/incidents to ➤ Occupational Health Committee – who Members/Representatives are, where OHS Bulletin Board and meeting minutes are, etc. ➤ Identify ministry safety professionals, Central Incident Resource, other ministry resource that administrates safety, etc. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>5. Health and Safety Policies and Programs: Share all health and safety related policies, programs, and procedures.</p> <ul style="list-style-type: none"> ➤ Public Service Commission – HR Manual, Taskroom ➤ https://taskroom.sp.saskatchewan.ca/how-do-i/access-the-human-resource-manual 704 - Workers' Compensation 705 - Employment Accommodation 712 - Extreme Weather Attendance Guidelines (PDF) 805 - Substance Use and the Workplace 807 - Anti-Harassment Policy 809 - Communicable Diseases 811 - Response to Fatality at Workplace 812 - Smoke-Free Workplace Policy – Identify smoking locations 815 - Workplace Violence Policy (PDF) 817 - Attendance Support 818 - OHS Incident Reporting and Investigation (IRI) ➤ Ministry-specific Safety Programs 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>6. Ministry and/or Job Specific Safety Policies: (PME, WHMIS 2015, TDG, Confined Spaces, Lifting, Hazard ID, JSA)</p> <ul style="list-style-type: none"> ➤ ➤ ➤ 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>7. Incident Reporting and Investigation: Reporting incidents prevents injuries. Employees are supported when reporting unsafe acts or conditions that have the potential to cause an incident to occur. Employees to take required training and report all incidents that occur to ensure the causes are identified through an investigation and addressed through corrective action.</p> <ul style="list-style-type: none"> ➤ Corporate policy and appendices - 818 - OHS Incident Reporting and Investigation (IRI). View together: <ul style="list-style-type: none"> ✓ Appendix A: Reporting Flowchart ✓ Appendix C: Incident Reporting and Investigation Form 101 ➤ WCB Forms – if injury occurs (ministry specific procedures). http://www.wcbask.com/workers/worker-resources ➤ Ministry specific procedures and other forms 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>8. Respectful Workplace: Everyone deserves to work in an environment of respect that is free of harassment, threats and violence. We all share in the responsibility to create a culture that supports both our physical and psychological well-being.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Harassment, 807 Anti-Harassment Policy and ministry specific procedures <input type="checkbox"/> Threat/Violence, 815 Workplace Violence Policy and ministry specific policy and procedures <input type="checkbox"/> Workplace Allergens and Sensitivities - Staffroom/Culture/Health Safety 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Safety Item to be Reviewed	Check if reviewed	Note if N/A
Wellness/Occupational Health and Safety ➤ Healthy Workplaces – Staffroom/Culture/Health Safety Wellness/Healthy Workplaces	<input type="checkbox"/> <input type="checkbox"/>	
9. Ergonomics: ➤ Review respective ministry policy and procedures ➤ Outline hazards, risks and controls for repetitive/heavy work ➤ Understanding the Risks of Musculoskeletal Injuries (MSI)_ http://www.worksafesask.ca/prevention/ergonomics-and-exertion/musculoskeletal-injuries/ ➤ Ergonomic training – LEARN (e-course)_ https://learn.gov.sk.ca/elm/One.aspx?objectId=5820378&contextId=24895_93 information specific to respective ministry ➤ Ergonomics on Staffroom/Culture/Health Safety and Wellness/Occupational Health and Safety	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
10. Biological/Infection Control ➤ HR Manual Policy 809 Communicable Diseases ➤ Communicable disease guidelines http://www.rqhealth.ca/rqhr-central/files/ceac_5011.pdf ➤ Ministry policies and procedures	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
11. Emergency Preparedness and Response: <input type="checkbox"/> Identify on-site Evacuation Warden for emergency evacuation walk through <input type="checkbox"/> Outline emergency response plans (fire, bomb threat, chemical spill, tornado) <input type="checkbox"/> Identify trained First Aid employees and location of First Aid supplies <input type="checkbox"/> Outline medical emergency procedures during and after work hours ➤ Communication – links to ministry specific contact information	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
JOB SPECIFIC TRAINING REQUIRED (list)		
12.	<input type="checkbox"/>	
13.	<input type="checkbox"/>	
14.	<input type="checkbox"/>	
15.	<input type="checkbox"/>	
16.	<input type="checkbox"/>	
17.	<input type="checkbox"/>	
18.	<input type="checkbox"/>	

The above-named employee has the necessary personal protective equipment and has been instructed in the safety items checked above.

Supervisor's Name (Please print) Region/Branch/Location Signature

Employee's Name (Please print) Region/Branch/Location Signature