

Sample worker orientation checklist

Employee name: _____

Position (tasks): _____

First day of work: _____ Date(s) of orientation: _____

Person providing orientation (name and position): _____

Company name: _____

Topic	Initials (trainer)	Initials (worker)	Comments
1. Supervisor name: _____ Phone #: _____			
2. Contact information for the occupational health and safety committee or the worker health and safety representative, where applicable			
3. First aid a. First aid attendant name and contact information b. Locations of first aid kits and eye wash facilities, where applicable			
4. Reporting of illnesses and injuries a. What and when to report b. How to report			
5. Emergency procedures a. What to do in an emergency situation b. Locations of emergency exits and meeting places c. Locations of fire alarms and fire extinguishers and their use			

Topic	Initials (trainer)	Initials (worker)	Comments
<p>6. Responsibilities and rights</p> <ul style="list-style-type: none"> a. General duties of employers, supervisors, and workers b. Worker responsibility to correct or report hazards, and procedure for doing so c. Worker right to refuse to perform work the worker believes is unsafe, and procedure for doing so. 			
<p>7. Workplace health and safety rules</p> <ul style="list-style-type: none"> a. _____ b. _____ c. _____ d. _____ e. _____ 			
<p>8. Safe job procedures:</p> <ul style="list-style-type: none"> a. _____ b. _____ c. _____ d. _____ e. _____ 			
<p>9. Known hazards and how to deal with them</p> <ul style="list-style-type: none"> a. _____ b. _____ c. _____ d. _____ e. _____ 			
<p>10. WHMIS requirements, where applicable</p>			

Topic	Initials (trainer)	Initials (worker)	Comments
11. Use, care, and maintenance of personal protective equipment, where applicable a. _____ b. _____ c. _____ d. _____ e. _____			
12. Other topics a. Procedures for working alone or in isolation, where applicable b. Measures to reduce the risk of violence in the workplace and procedures for dealing with violent situations c. _____ d. _____			

Orientation Guidelines

Checklist topics #7, 8, 9, 11, and 12 include blank lines so you can add topics specific to your workplace. (Use additional sheets, if necessary.) Once a topic has been discussed and/or demonstrated, the trainer and the worker should initial the item. If the topic is irrelevant, mark “N/A” in the Comments column. Also indicate in the Comments whether any follow-up is necessary. Keep in mind that orientation is **not** training; it is an introduction to the workplace, giving an overview of hazards, rules, and safe work practices and procedures. Orientation should be followed by specific, in-depth training and ongoing supervision.

Here’s a brief explanation of each item on the checklist:

1. Provide workers with written contact information for their supervisors. If possible, introduce them immediately.
2. Where applicable, introduce workers to committee members or the worker representative and identify the location of the joint health and safety committee minutes. Tell them why there is a committee or representative, and provide them with contact information.

3. Make sure workers know what to do if they or someone else is injured. For example, they need to know where to find first aid supplies and whom to contact for on-site first aid treatment.
4. Workers need to know whom to report injuries to and how to report them. Make sure the workers know where to find the first aid record book and Worker's Report of Illness or Injury forms. They also need to know in which situations and how they would fill out these forms. (*Refer to Section 30 of the Occupational Health and Safety Act and to Section 8 of the Workers' Compensation Act.*)
5. Explain emergency and evacuation procedures. Show workers emergency exits, meeting points, locations of fire alarms and fire extinguishers, and, if appropriate, how to use the fire extinguishers.
6. Review the responsibilities specified in sections 3, 7, 9, and 11 of the *Occupational Health and Safety Act*. In particular:
 - a. Point out that workers must correct and/or report any hazards to their supervisors and must report any accident or injury that occurs on the job. (*Refer to Section 9(d) and Section (e) of the Occupational Health and Safety Act.*)
 - b. Ensure that workers know they must not engage in activities or behaviour that could create a hazardous situation for themselves or their coworkers. (*Refer to Section 11 of the Occupational Health and Safety Act.*)
 - c. Discuss the right of Yukon workers, indeed their duty, to refuse to perform work they believe is unsafe, as described in sections 15 – 17 of the *Occupational Health and Safety Act*. Make sure workers understand that they cannot be punished for exercising this right. Provide a copy of the *Act* and Part 1 (General) of the *Occupational Health and Safety Regulations*, or direct them to the online versions at www.wcb.yk.ca → Acts, Policies & Regulations.

Keep in mind that workers with low English proficiency or low literacy will require extra and possibly alternative explanation of these responsibilities and rights.

7. Review general health and safety rules, which include, for example, following safe work practices and job procedures, using personal protective equipment, and operating equipment properly.
8. List your safe job procedures. Discuss and demonstrate these procedures (for example, cleaning equipment, using ladders, locking out equipment before cleaning or repairing it).
9. Inform workers about any known hazards that apply to them and tell them how to deal safely with these hazards. For example, tell them to wear respirators while sanding and discuss respirator use and care.
10. Workers need to know about any controlled products in the workplace that are governed by the Workplace Hazardous Materials Information System (WHMIS) (e.g., paints, solvents, or cleaning products). Tell them how to handle, store, and dispose of such products safely, and where to find more information. Explain the WHMIS labels on the products and how to understand the information on the material data safety sheets (MSDSs) for those products. Emphasize the importance of understanding the hazards associated with the products, how to protect themselves,

and first aid measures associated with these products. Workers should be told that if they are uncertain about proper procedures, they should always talk to their supervisors.

11. If workers need to use any personal protective equipment (PPE), show them what equipment to use and teach them how to use and care for it properly. *(Refer to sections 1.08 – 1.43 in Part 1 [General] of the Occupational Health and Safety Regulations and to other regulations as required [e.g., Part 12, Forestry Operations and Wood Products, Section 12.05].)*
12. Review other topics specific to your workplace. For example, if your workers will ever work alone or in isolation from other workers, discuss your person-check procedures. Teach them safety strategies such as keeping the back door locked. If there is a potential for violence—from customers, coworkers, visitors—review ways of preventing incidents (for example, remain calm with abusive customers and do not attempt to restrain shoplifters or robbers).

Key Orientation Topics

The following table describes some key orientation topics, with references to relevant legislation and regulations. Please note that this list is not comprehensive: Your orientation will need to include topics that are specific to your workplace and which may not be mentioned here. Prior to employment, a thorough hazard assessment of your workplace will help identify other necessary health and safety topics for training for young and new workers. For assistance in identifying other workplace risks, please contact YWCHSB or NSNY.

Topic	Things to discuss	Resources
First aid and emergency procedures	<ul style="list-style-type: none"> • Names and locations of first aid attendants • Locations of first aid kits • Locations of fire exits • Locations of fire extinguishers and how to use them • When and how to report illnesses and injuries 	<ul style="list-style-type: none"> • <i>Minimum First Aid Regulations</i> • Section 1.70, Part 1 (General), of the <i>Occupational Health and Safety Regulations</i> • Section 9 of the <i>Occupational Health and Safety Act</i> • Section 8 of the <i>Workers' Compensation Act</i>
Worker responsibilities and rights	<ul style="list-style-type: none"> • Responsibility to follow the <i>Occupational Health and Safety Act</i>, applicable OH&S regulations, and company health and safety rules • Responsibility to report hazards • Responsibility to use PPE when required • Workplace rights, including right to refuse unsafe work 	<ul style="list-style-type: none"> • Sections 3, 7, 9, and 11 of the <i>Occupational Health and Safety Act</i> • Part 1 (General) of the <i>Occupational Health and Safety Regulations</i>
Lifting and moving objects or people	<ul style="list-style-type: none"> • Safe lifting technique • Use of specialized equipment for lifting or moving materials or people • Storage priorities (heavier items at lower heights and lighter items higher up) 	<ul style="list-style-type: none"> • Part 5 (Cranes, Hoisting, and Lifting) and Part 8 (Materials and Storage) of the <i>Occupational Health and Safety Regulations</i> • Other applicable OH&S regulations

Topic	Things to discuss	Resources
Slips, trips, and falls	<ul style="list-style-type: none"> • Keeping work areas free of clutter • Removing tripping hazards (such as loose cords) • Cleaning up spills promptly 	<ul style="list-style-type: none"> • Sections 1.13, 1.51, 1.55, and 1.64, Part 1 (General) of the <i>Occupational Health and Safety Regulations</i> • Other applicable OH&S regulations
Falls from elevation, including ladder safety	<ul style="list-style-type: none"> • Fall protection system being used • Fall protection procedures • Proper use of fall protection equipment • Ladder safety • Inspection and maintenance of ladders and fall protection equipment 	<ul style="list-style-type: none"> • Sections 1.37 – 1.43, Part 1 (General), of the <i>Occupational Health and Safety Regulations</i> • Other applicable OH&S regulations
Chemical, biological, and physical hazards	<ul style="list-style-type: none"> • Potential health effects of exposure • Common roots of exposure • Ways to prevent exposure • How to recognize signs and symptoms of exposure 	<ul style="list-style-type: none"> • Part 1 (General) of the <i>Occupational Health and Safety Regulations</i> • Other applicable OH&S regulations
Workplace Hazardous Materials Information System (WHMIS)	<ul style="list-style-type: none"> • WHMIS symbols • Supplier and workplace labels • Reading and understanding material safety data sheets (MSDSs) • Location of MSDSs • Hazards of specific products being used • Control measures and appropriate PPE 	<ul style="list-style-type: none"> • <i>Workplace Hazardous Materials Information System Regulations</i>
Personal protective equipment (PPE)	<ul style="list-style-type: none"> • When and how to use specific PPE • Where to find PPE • Limitations of protection • Storage, maintenance, and inspection 	<ul style="list-style-type: none"> • Sections 1.08 – 1.43, Part 1 (General), of the <i>Occupational Health and Safety Regulations</i> • Other applicable OH&S regulations
Forklifts and other mobile equipment	<ul style="list-style-type: none"> • Maintaining eye contact with equipment operator • Speed limits and locations of travel lanes • Equipment inspection and maintenance • Load limits and procedures for safe operation 	<ul style="list-style-type: none"> • Section 1.20, Part 1 (General), of the <i>Occupational Health and Safety Regulations</i> • Part 6 (Mobile Equipment) of the <i>Occupational Health and Safety Regulations</i> • Other applicable OH&S regulations
Guarding for machinery and power tools	<ul style="list-style-type: none"> • Types and purposes of guards • Inspection and use of guards • Requirement to leave guards in place 	<ul style="list-style-type: none"> • Part 7 (Machinery and Machine Guarding) and Part 4 (Hand Tools and Power Driven Portable Tools) of the <i>Occupational Health and Safety Regulations</i> • Other applicable OH&S regulations

Topic	Things to discuss	Resources
Lockout for machinery and power tools	<ul style="list-style-type: none"> • What is lockout? • Types of lockout • When to lock out • Procedures for specific equipment 	<ul style="list-style-type: none"> • Part 3 (Lockout), Part 2 (Confined Spaces), and Part 9 (Electrical Safety) of the <i>Occupational Health and Safety Regulations</i> • Other applicable OH&S regulations
Electrical Safety	<ul style="list-style-type: none"> • Procedures for de-energization and lockout • When and how to use PPE • Maintaining safe distances from exposed power lines or cables 	<ul style="list-style-type: none"> • Part 9 (Electrical Safety) and Part 3 (Lockout) of the <i>Occupational Health and Safety Regulations</i> • Other applicable OH&S regulations
Working in confined spaces such as tanks, silos, vats, rail cars, hoppers, or sewers	<ul style="list-style-type: none"> • Hazards of specific confined spaces • Procedures for working safely in specific spaces 	<ul style="list-style-type: none"> • Part 2 (Confined Spaces) of the <i>Occupational Health and Safety Regulations</i>