**Sample Worker Orientation Checklist for Young or New Worker**

Employee name:

Position (tasks):

Date hired: Date of orientation:

Person providing orientation (name and position):

Company name:

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| **Topic** | **Initials** (trainer) | **Initials** (worker) | **Comments** |
| * 1. Supervisor name:  1. Telephone #: |  |  |  |
| 1. Rights and responsibilities (a) General duties of employers, workers, and supervisors |  |  |  |
| (b) Worker right to refuse unsafe work and procedure for doing so |  |  |  |
| (c) Worker responsibility to report hazards and procedure for doing so |  |  |  |
| 1. Workplace health and safety rules   a)  b)  c)  d) |  |  |  |
| 1. Known hazards and how to deal with them   a)  b)  c)  d) |  |  |  |
| 1. Safe work procedures for carrying out tasks   a)  b)  c)  d)) |  |  |  |
| 1. Procedures for working alone or in isolation |  |  |  |
| 1. Measures to reduce the risk of violence in the workplace and procedures for dealing with violent situations |  |  |  |

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| **Topic** | **Initials** (trainer) | | **Initials** (worker) | **Comments** |
| 1. Personal protective equipment (PPE) – what to use, when to use it, and where to find it   a)  b)  c)  d) |  |  | |  |
| 1. First aid   (a) First aid attendant name and contact information |  |  | |  |
| (b) Locations of first aid kits and eye wash facilities |  |  | |  |
| (c) How to report an illness, injury, or other accident (including near misses) |  |  | |  |
| 1. Emergency procedures   (a) Locations of emergency exits and meeting points |  |  | |  |
| (b) Locations of fire extinguishers and fire alarms |  |  | |  |
| (c) How to use fire extinguishers |  |  | |  |
| (d) What to do in an emergency situation |  |  | |  |
| 1. Where applicable, basic contents of the occupational health and safety program |  |  | |  |
| 1. Hazardous materials and WHMIS   (a) What hazardous materials are in the workplace |  |  | |  |
| (b) Purpose and significance of hazard information on product labels |  |  | |  |
| (c) Location, purpose and significance of material safety data sheets (MSDSs) |  |  | |  |
| (d) How to handle, use, store and dispose of hazardous materials safely |  |  | |  |
| (e) Procedures for an emergency involving hazardous materials, including clean-up of spills |  |  | |  |
| 1. Where applicable, contact information for the occupational health and safety committee or the worker health and safety representative |  |  | |  |

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