**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:

|  |  |  |  |
| --- | --- | --- | --- |
| **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
 |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **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
 |  |  |  |

/kie