

Sample orientation checklist

Document all training. An orientation checklist will help ensure that you have covered all the key topics when training a new worker. Provide copies of the checklist and other relevant materials to the worker and keep the originals for your records.

Orientation checklist			
Supervisor: _____		Phone: _____	
Employee: _____			
Item	Notes	Initials	
		Trainer	Worker
1. Rights and responsibilities (know, participate and refuse)			
(a) General duties of employers, workers and supervisors			
(b) Worker responsibility to report hazards and procedure for reporting hazards			
(c) Procedure when refusing unsafe work			
2. Workplace health and safety rules			
(a)			
(b)			
(c)			
(d)			
3. Known hazards and how to control them			
(a)			
(b)			
(c)			
(d)			
4. Safe work procedures for carrying out tasks			
(a)			
(b)			
(c)			
(d)			
5. Procedures for working alone or in isolation			
6. Measures to reduce violence in the workplace and procedures to follow			
7. Measures to reduce harassment in the workplace and procedures to follow			
8. Personal protection equipment (PPE) - What to use, when to use it, where to find it			
(a)			

Orientation checklist			
Supervisor: _____		Phone: _____	
Employee: _____			
Item	Notes	Initials	
		Trainer	Worker
(b)			
(c)			
(d)			
9. 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 incident (including near misses)			
10. Emergency procedures			
(a) Locations of emergency exits and meeting points			
(b) Locations of fire extinguishers and alarms			
(c) How to respond if there is a fire (this may indicate how to use a fire extinguisher)			
(d) What to do in an emergency situation			
11. Where applicable, basic contents of the occupational health and safety program			
12. Hazardous materials and WHMIS			
(a) Review hazardous materials found in the workplace and specific work procedures related to products			
(b) Purpose and significance of hazardous information on product labels			
(c) Location, purpose and significance of SDSs			
(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			
13. Where applicable, contact information for the OHC or worker representative			

The orientation checklist

The orientation checklist covers the topics recommended for an effective orientation. The form includes blank lines so you can add topics specific to your workplace and notes. Once the trainer has discussed a topic or demonstrated a task, the trainer and the worker will initial the item. Indicate in the notes if any follow up is necessary. 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. Review legislation.
 - (a) Go over the responsibilities specified in SEA 3-8 to 3-10 and regulations 12, 13 and 17 (duties of employers, workers and supervisors). Make a copy of the SEA and regulations available to workers or direct them to the online version at www.qp.gov.sk.ca.
 - (b) Tell workers that it is their duty to refuse to perform work if they believe it may be dangerous to themselves or others, and that they cannot be punished for doing so (SEA 3-31 to 3-37).
 - (c) Tell workers to report hazards immediately. Identify who they should report hazards to (e.g., their supervisor or a safety coordinator). See SEA 3-10 and regulation 13.
3. Review general rules, like following work procedures, using PPE and operating equipment safely.
4. Inform workers about any known hazards that apply to them and tell them how to deal with them safely (e.g., tell workers to wear respirators while sanding and discuss respirator care).
5. Demonstrate specific tasks (e.g., cleaning equipment or using ladders) and safe work procedures (e.g., locking out equipment before cleaning or repairing it).
6. Tell workers about person check procedures for working alone or in isolation. Teach them safety strategies, such as keeping the back door locked (regulations 35, 37 & 37.1).
7. Warn workers about any potential for violence. Tell them how to prevent incidents (e.g., remain calm with abusive customers) and how to deal with incidents (e.g., do not attempt to restrain shoplifters or robbers). See regulations 36, 37 & 37.1
8. If workers need to use PPE (e.g., respirators while painting), tell them what equipment to use and teach them how to use it properly (regulations 86 to 108).
9. Make sure workers know what to do if they or someone else is injured. They need to know who has first-aid training, where to find first-aid supplies and who to report the injury to (all injuries must be reported).
10. Explain evacuation procedures. Show workers emergency exits, meeting points, locations of fire alarms and fire extinguishers, and, when applicable, how to use extinguishers.
11. Explain what an occupational health and safety program is and go over it briefly with the worker. Tell them where they can find a written copy of the program (SEA 3-20 and regulation 22).
12. Workers need to know about hazardous products, such as paints, solvents and cleaning products. Tell them how to handle and dispose of hazardous products safely and where to find more information (e.g., product labels and safety data sheets). If workers are uncertain about proper procedures, they should always talk to a supervisor.
13. Where applicable, introduce workers to OHC members or the worker representative and identify the location of the joint OHC meeting minutes. Tell them why there is a OHC or representative and provide the worker with contact information.