

Sample Worker Orientation Checklist

This sample form can be used to keep track of orientation training given to new workers. It should be customized so that it includes topics specific to your workplace, and both the trainer and the worker should initial each topic to indicate it has been covered and understood.

Keep the completed form for your records.

Employee name: _____

Position (tasks): _____

Date hired: _____ Date of orientation: _____

Person providing orientation (name and position): _____

Topic	Initials (trainer)	Initials (worker)	Comments
<p>1. Contact information</p> <p>Supervisor name: _____</p> <p>Telephone #: _____</p>			
<p>2. Rights and responsibilities</p> <p>(a) General duties of employers, workers, and supervisors</p> <p>(b) Right to refuse unsafe work and procedure for doing so</p> <p>(c) Responsibility to report hazards and procedure for doing so</p>			
<p>3. Workplace health and safety rules</p> <p>a) _____</p> <p>b) _____</p> <p>c) _____</p> <p>d) _____</p>			

<p>4. Known hazards and how to deal with them</p> <p>a) _____</p> <p>b) _____</p> <p>c) _____</p> <p>d) _____</p>			
<p>5. Safe work procedures for carrying out tasks</p> <p>a) _____</p> <p>b) _____</p> <p>c) _____</p> <p>d) _____</p>			
<p>6. Procedures for working alone or in isolation</p>			
<p>7. Measures to reduce the risk of violence in the workplace and procedures for dealing with violent situations</p>			
<p>8. Personal protective equipment (PPE) — what to use, when to use it, and where to find it</p> <p>a) _____</p> <p>b) _____</p> <p>c) _____</p> <p>d) _____</p>			
<p>9. First aid</p> <p>(a) First aid attendant name and contact information</p> <p>(b) Locations of first aid kits and eye wash facilities</p> <p>(c) How to report an illness, injury, or other accident (including near misses)</p>			
<p>10. Emergency procedures</p> <p>(a) Locations of emergency exits and meeting points</p>			

<p>(b) Locations of fire extinguishers and fire alarms (c) How to use fire extinguishers (d) What to do in an emergency situation</p>			
<p>11. Where applicable, basic contents of the occupational health and safety program</p>			
<p>12. Hazardous materials and WHMIS</p> <p>(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</p>			
<p>13. Where applicable, contact information for the occupational health and safety committee or the worker health and safety representative</p>			