

Employee Orientation

Workers Name: _____

Date: _____

Introduction

- Company history
- Company policies

Responsibility for Safety

- Worker
- Supervisor
- Manager

Emergency Procedures

- Emergency phone
- Emergency phone numbers
- Fire
- Ambulance
- First aid kit (Location: _____)
- AED (Location: _____)
- Security/police
- Evacuation plan/muster point

General Rules / Prohibited Activities

- Alcohol, drugs
- Horseplay, fighting
- Vehicle operation
- Theft

Personal Protective Equipment

- Hard hats
- Safety footwear
- Safety glasses
- Fall protection
- Respirators
- Hearing protection

Reporting Procedures

- Reporting an incident/near miss
- Investigation forms
- First aid kit logs

Contact Persons

Direct Supervisor: _____

Worker Rep. / Committee Contact: _____

First Aid Personnel: _____

Workers Rights

- Right to know
- Right to participate
- Right to work without being subject to discriminatory action
- Right to refuse
- Right to refuse procedure

Workplace Hazards (Hazard Assessments)

- When required
- Who is involved
- How to report a hazard
- Controlling hazards

Meetings

- Safety committee
- Toolbox talks

Legislation

- Workplace Safety and Health Act and Regulation

Safe Job Procedures

- _____
- _____

Safe Work Practices

- _____
- _____

WHMIS

- Review
- Safety Data Sheets
(Location: _____)

Tools/Equipment

- Handling
- Storage
- Lockout/tagout system

Worker Signature: _____

Trainer / Management Signature: _____