

# Worker Orientation Checklist

Use this checklist when training new workers on health and safety in your workplace.

Worker's name: \_\_\_\_\_

Date worker was hired: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_

Date of orientation: \_\_\_\_\_

Orientation Topics Covered?	Yes	No
Health and safety responsibilities		
Health and safety rules		
How to get first aid		
Location of first aid kit		
Location of fire exits and fire extinguishers		
How to report unsafe conditions		
Right to refuse unsafe work		
WHMIS		
Location of MSDSs		
Use of personal protective equipment		
Dealing with violent customers		
Working alone procedures		

Emergency procedures (list them here):

  
  
  
  
  
  
  
  
  
  

Written work procedures (list them here):

  
  
  
  
  
  
  
  
  
  

Other topics covered (list them here):

  
  
  
  
  
  
  
  
  
  

Comments: