

## Sample worker orientation checklist

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: _____ Telephone #: _____			
2. 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			
3. Workplace health and safety rules (a) _____ (b) _____ (c) _____ (d) _____			
4. Known hazards and how to deal with them (a) _____ (b) _____ (c) _____ (d) _____			
5. Safe work procedures for carrying out tasks (a) _____ (b) _____ (c) _____ (d) _____			
6. Procedures for working alone or in isolation			

Topic	Initials (trainer)	Initials (worker)	Comments
7. Measures to reduce the risk of violence in the workplace and procedures for dealing with violent situations			
8. Personal protective equipment (PPE) — what to use, when to use it, and where to find it (a) _____ (b) _____ (c) _____ (d) _____			
9. First aid (a) First aid attendant name and contact information			
10. 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			
11. Where applicable, basic contents of the occupational health and safety program			
12. 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 ((M)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 occupational health and safety committee or the worker health and safety representative			

## How to fill out the orientation checklist

The orientation checklist covers the topics specified in section 3.23(2) of the Regulation, which are a required part of any young or new worker's training and orientation. Checklist topics #3, 4, 5, and 8 include blank lines so you can add topics specific to your workplace. Once a topic has been discussed or demonstrated, the trainer and the employee should initial the item. If the topic is irrelevant, mark "N/A" in the Comments column. Also indicate in the Comments whether 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.(a) Go over the responsibilities specified in sections 115–117 of the *Workers Compensation Act*. Make a copy of the Act and the Occupational Health and Safety Regulation available to workers, or point them to the online version at [WorkSafeBC.com](http://WorkSafeBC.com).
- 2.(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. See sections 3.12–3.13 of the Regulation.
- 2.(c) Tell workers that hazards should be reported immediately, and identify who they should report hazards to (for example, their supervisor or a safety coordinator). See section 3.10 of the Regulation.
3. Go over general rules, which include following work procedures, using personal protective equipment, and operating equipment safely.
4. Inform workers about any known hazards that apply to them and tell them how to deal safely with these hazards. For example, tell them to wear respirators while sanding and discuss respirator care.
5. Demonstrate specific tasks (for example, cleaning equipment or using ladders) and safe work procedures (for example, 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. See sections 4.21–4.23 of the Regulation.
7. Warn workers about any potential for violence. Tell them how to prevent incidents (for example, remain calm with abusive customers) and how to deal with incidents (for example, do not attempt to restrain shoplifters or robbers). See sections 4.27–4.31 of the Regulation.
8. If workers need to use PPE (for example, respirators while painting), tell them what equipment to use and teach them how to use it properly. See Part 8 of the Regulation.
9. Make sure workers know what to do if they or someone else is injured. They need to know 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 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. See sections 3.1–3.3 of the Regulation.
12. Workers need to know about hazardous products such as paints, solvents, or cleaning products. Tell them how to handle and dispose of such products safely, and where to find more information (for example, on product labels and ((M)SDSs). If workers are uncertain about proper procedures, they should always talk to a supervisor.
13. Where applicable, introduce workers to committee members or the worker representative and identify the location of the joint health and safety committee minutes. Tell them why there is a committee or representative, and provide them with contact information.

## Typical orientation topics

The following table describes some key orientation topics. It includes examples of things you may need to discuss with workers during training, as well as some references that you can use for more information. Please note that this list is not comprehensive — your orientation will need to include topics that are specific to your workplace and which may not be described here. That's why it's important to do a hazard assessment for your specific workplace. An assessment will help you identify any other necessary health and safety topics for training.

Topic	Things to discuss
Worker rights and responsibilities	<ul style="list-style-type: none"><li>• Responsibility to follow WorkSafeBC Regulations and other health and safety rules</li><li>• Responsibility to use PPE when required</li><li>• Right to refuse unsafe work</li></ul>
Falls from elevation (including ladder safety)	<ul style="list-style-type: none"><li>• Fall protection system being used</li><li>• Fall protection procedures</li><li>• Proper use of fall protection equipment</li><li>• Ladder safety</li><li>• Inspection and maintenance of ladders and fall protection equipment</li></ul>
Slips, trips, and falls	<ul style="list-style-type: none"><li>• Keeping work areas free of clutter</li><li>• Removing tripping hazards (such as loose cords)</li><li>• Cleaning up spills promptly</li></ul>
Lockout (for machinery and power tools)	<ul style="list-style-type: none"><li>• Define lockout</li><li>• Types of lockout</li><li>• When to lock out</li><li>• Review procedures for specific equipment</li></ul>
Lifting and moving objects or people (strains and sprains)	<ul style="list-style-type: none"><li>• Demonstrate safe lifting technique</li><li>• Use of specialized equipment for lifting or moving materials or people</li><li>• Storage priorities (heavier items at lower heights and lighter items higher up)</li></ul>
Guarding (for machinery and power tools)	<ul style="list-style-type: none"><li>• Types and purposes of guards</li><li>• Inspection and use of guards</li><li>• Requirement to leave guards in place</li></ul>
Electrical safety	<ul style="list-style-type: none"><li>• Procedures for de-energization and lockout</li><li>• When and how to use PPE</li><li>• Maintaining safe distances from exposed power lines or cables</li></ul>

Topic	Things to discuss
Forklifts and other mobile equipment	<ul style="list-style-type: none"> <li>• Maintaining eye contact with equipment operator</li> <li>• Speed limits and locations of travel lanes</li> <li>• Equipment inspection and maintenance</li> <li>• Load limits and procedures for safe operation</li> </ul>
Confined spaces (for example, working in tanks, silos, vats, rail cars, hoppers, or sewers)	<ul style="list-style-type: none"> <li>• Hazards of specific confined spaces</li> <li>• Procedures for working safely in specific spaces</li> </ul>
Personal protective equipment (PPE)	<ul style="list-style-type: none"> <li>• When and how to use specific PPE</li> <li>• Where to find PPE</li> <li>• Limitations of protection</li> <li>• Storage, maintenance, and inspection</li> </ul>
Chemical, biological, and physical hazards	<ul style="list-style-type: none"> <li>• Potential health effects of exposure</li> <li>• Common routes of exposure</li> <li>• Ways to prevent exposure</li> <li>• How to recognize signs and symptoms of exposure</li> </ul>
WHMIS	<ul style="list-style-type: none"> <li>• Reading and understanding labels</li> <li>• Reading and understanding (M)SDSs</li> <li>• Location of (M)SDSs</li> <li>• Hazards of products being used</li> <li>• Control measures and appropriate PPE</li> </ul>
First aid and emergency procedures	<ul style="list-style-type: none"> <li>• Names and locations of first aid attendants</li> <li>• Locations of first aid kits</li> <li>• Locations of fire exits</li> <li>• Locations of fire extinguishers and how to use them</li> </ul>

Resources: You can find a searchable version of the WorkSafeBC [regulation](#) and electronic versions of publications on a variety of topics online at [WorkSafeBC.com](http://WorkSafeBC.com).