

Health and Safety Programs

Orientation for Workers - Checklist

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What should be on a Worker Orientation Checklist?

The following checklist outlined below does not list all the possible items for worker orientation. An effective orientation checklist is one that is developed and customized to meet the workplace needs and requirements. Whatever the format of the checklist, provide space for the worker and the supervisor's signature for recordkeeping purposes.

For more information, please see the OSH Answers Orientation for Workers - General.

Not all training can or should be done on the first day. Time the orientation sessions to best match the needs of the workplace and the work done, but be sure all areas are covered.

What is a sample orientation checklist for health and safety?

Below is a sample orientation checklist. Be sure to customize it for your workplace.

Orientation for Workers Checklist			
Areas to be Covered	Description	Completed	
		Yes	No
Occupational Health and Safety Rights	Explain how occupational health and safety regulations grant workers three rights, and how this is applied in your workplace: • the right to know • the right to participate, and • the right to refuse unsafe work		
Company Safety Rules	Explain safety rules that are specific to your company.		
Security Protocols	Explain how to access workplace premises, after-hours access, etc.		
Company Policies	Explain the health, safety and wellness policies of your company.		
Training	Provide any necessary safety, environmental, compliance, policy and procedural training.		
Health and Safety	Inform the health and safety specialist that a new employee has joined the company who will need safety training. Arrange for this training and education to occur. Training and education may be needed in areas such as: • housekeeping • lifting techniques • material handling • safe operation of equipment, tools, etc. • any other education or training required to complete the task or job safely.		
Potential hazards	Tour the work areas and facility and discuss associated work area hazards and safe work practices. Be sure to include all sources of hazards, including biological, chemical, ergonomic, physical, psychosocial (including		

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	mental health, bullying, harassment and violence), safety, etc.		
Emergency Procedures	Show and explain how to use emergency eyewashes and showers, first aid kits, fire blankets, fire extinguishers, fire exits and fire alarm pull boxes, as applicable. Demonstrate the evacuation procedures.		
Hazardous Products	Identify workspaces where hazardous products are used, stored or disposed. Provide training as necessary, including WHMIS.		
Food and Beverages	Explain that food and beverages are only permitted to be stored in refrigerators clearly labelled "FOOD ONLY".		
Hygiene	Explain the importance of washing hands before eating, drinking, or using the washroom.		
Emergency Notification Form	Have the worker complete an emergency notification form. Keep a copy for the records and send a copy to Human Resources and the Emergency Coordinator.		
WHMIS	Provide education about WHMIS. Identify the location of the Safety Data Sheets (SDSs). Review the SDSs for all hazardous products to be used by the worker. Explain hazardous product labelling requirements. Conduct job specific training.		
Emergency Evacuation	Review the company's emergency evacuation plan and explain the evacuation signals and procedures. Point out the proper exit routes and the designated assembly .		
Personal Protective Equipment (PPE)	Review the PPE program and provide education and training if the worker will be required to wear protective equipment. Discuss appropriate personal protective equipment (PPE) that must be worn as required by the work being performed.		

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In Case of Injury or Illness	Review the reporting procedures in the event of an injury or incident. Introduce first aid attendants and show where the first aid room and kits are located. Describe how to call for first aid if needed for themselves or for a co-worker.		
Health and Safety Committee/Representative	Supply a copy of the facility telephone list with names of the Health and Safety Committee members or representative highlighted. Identify the location of the safety bulletin board. Explain how the worker can participate in the health and safety process (e.g., report hazards)		
Reporting unsafe acts and conditions	Explain the procedure for reporting acts or conditions that may be unsafe.		
General Rights and Responsibilities	Explain the workers rights and responsibilities as granted by legislation. (See the section of our OSH Answers on Legislation for more details.)		
Emergency Contact	Provide a list of names, addresses, phone numbers and fax numbers of the persons who must be contacted in the workplace in case of emergency.		
Document	Maintain a record of the orientation and all education and training received.		

Worker Name:

Date:

Supervisor's Signature:

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