# Worker orientation record (template)

Consider using a checklist like this when training new workers on health and safety in your workplace. **If you choose to use this template, make sure you customize it to your work and work site.**

**Worker’s name:**

**Date of hire:**

**Date of orientation:**

**Supervisor’s name:**

| Orientation topics covered | **Yes** | **No** |
| --- | --- | --- |
| Site orientation |  |  |
| Rights of workers: |  |  |
| * Right to know |  |  |
| * Right to participate |  |  |
| * Right to refuse |  |  |
| Work site party responsibilities |  |  |
| Health and safety committee or representative contact information provided |  |  |
| Employer’s health and safety policies |  |  |
| Violence and harassment prevention plan |  |  |
| How to report violence or harassment |  |  |
| Review of hazards and controls |  |  |
| How to report unsafe/unhealthy conditions and other health and safety concerns |  |  |
| How to report incidents |  |  |
| Review the emergency response plan |  |  |
| Location of fire exit(s) and fire extinguisher(s) |  |  |
| How to get first aid treatment |  |  |
| Location of first aid kit(s) and supplies |  |  |
| Ergonomics |  |  |
| WHMIS training (if applicable) |  |  |
| Safety data sheet locations (if applicable) |  |  |
| Use of personal protective equipment (if applicable) |  |  |
| *(List any other topics relevant to the work site.)* |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Written work procedures:**

**Worker’s name: Supervisor signature:**

This form is a sample only and is for employer reference. Employers are responsible for complying with any applicable privacy or other legislation concerning the collection of worker information. Employers should review the law and confirm its application related to the collection of personal information of workers (e.g., *Personal Information Protection Act*, *Electronic Documents Act*, *Human Rights Act,* etc.). Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated and implemented in accordance with the legislation. Neither the Crown, nor its agents, employees or contractors, will be liable to you for any damages, direct or indirect, arising out of your use of this form.