

# Health and Safety Orientation Checklist



**Team member:**

Name	Position
Start date	Orientation date

**Manager / Trainer delivering orientation:**

Name	Position
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Once the Health and Safety Orientation Checklist is completed, save a copy of the checklist to the team member file. This checklist should be completed within the new hire's first week of employment.

Topics addressed during orientation	Review Completed		
	Manager Initials	Team member Initials	Date of Completion
Leader name and contact information			
Health and Safety Policy			
Health and Safety Responsibilities (Manager and Team Member)			
Right to Refuse Unsafe Work			
How to report unsafe conditions			
Communication System: Health and Safety Communication Board, location, review of posted information, and contact information for health and safety committee (or representative) including review of the Health and Safety Representative or Committee members			
Workplace Hazardous Materials Information System (WHMIS)			
<ul style="list-style-type: none"> <li>Provide information on hazardous products they will work with or may be exposed to</li> </ul>			

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Topics addressed during orientation	Review Completed		
	Manager Initials	Team member Initials	Date of Completion
<ul style="list-style-type: none"> <li>Product-specific training on work procedures, personal protective equipment and first aid</li> </ul>			
<ul style="list-style-type: none"> <li>Location, purpose, and significance of safety data sheets</li> </ul>			
<ul style="list-style-type: none"> <li>How to handle, use, store, and dispose of hazardous products safely</li> </ul>			
<ul style="list-style-type: none"> <li>Procedures for an emergency involving hazardous products, including clean-up of spills</li> </ul>			
Personal Protective Equipment (PPE) Policy: what to use, when to use it, where to find it, and how to care for it.			
First Aid:			
<ul style="list-style-type: none"> <li>First aid attendant name(s) and contact information</li> </ul>			
<ul style="list-style-type: none"> <li>Location and use of eye wash facilities and first aid kit</li> </ul>			
<ul style="list-style-type: none"> <li>How to report an illness, injury, or other accident (including near misses)</li> </ul>			
Emergency Preparedness Policy and Emergency Plan:			
<ul style="list-style-type: none"> <li>Locations of emergency exits and meeting points</li> </ul>			
<ul style="list-style-type: none"> <li>Locations of fire extinguishers and fire alarms</li> </ul>			
<ul style="list-style-type: none"> <li>What to do in an emergency including procedure for workplace violence</li> </ul>			
<ul style="list-style-type: none"> <li>Process for Individualized Workplace Emergency Response</li> </ul>			
<ul style="list-style-type: none"> <li>Location of posted emergency process and contact numbers</li> </ul>			
Respect in the Workplace, Workplace Harassment and Workplace Violence Policy <ul style="list-style-type: none"> <li>What is workplace harassment and violence</li> </ul>			

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<ul style="list-style-type: none"> <li>• How to report incidents</li> <li>• Response to violent behaviour</li> </ul>			
Procedures for working alone			
Mental Wellness Safety			
<p>Specific job training including but not limited to:</p> <ul style="list-style-type: none"> <li>• Known general hazards in the workplace and how to deal with them               <ul style="list-style-type: none"> <li>○ Hand tools</li> <li>○ Equipment, saws, routers, planes, lifts, wrappers, drills</li> <li>○ Racking stacking</li> <li>○ Chemical hazards</li> <li>○ Infection prevention and control practices</li> <li>○ Safe disposal of hazardous wastes</li> </ul> </li> <li>• Impairment-Free Workplace</li> <li>• Ergonomic best practices to prevent musculoskeletal disorders</li> <li>• Safe operating procedures of equipment and, where applicable, pre-use inspections</li> <li>• Identification of prohibited or restricted areas of activities</li> <li>• Other training obligations as required by provincial and territorial regulations.               <ul style="list-style-type: none"> <li>○ Ontario: Ministry approved health and safety awareness training</li> </ul> </li> </ul>			

\*Please note this list is not exhaustive and includes some of the most common training requirements to consider. It is important and necessary to customize this document to meet the unique circumstances of the work and roles within the workplace.