Document all training. An orientation checklist will help ensure that you have covered all the key topics when training a new worker. Provide copies of the checklist and other relevant materials to the worker and keep the originals for your records. The attached guidelines include helpful information to help you complete the form.

|  |
| --- |
|  **Orientation checklist** |
| **Employee:** **Position:**  | **Supervisor:** **Phone:**   |
| **Start Date: Orientation Date:**   |
| Item | Notes | Initials |
| Trainer | Worker |
| 1. Rights and responsibilities  |
| (a) General duties of employers, workers and supervisors |  |  |  |
| (b) Worker responsibility to report hazards and procedure for reporting hazards |  |  |  |
| (c) Accountability/disciplinary process |  |  |  |
| (d) Rights- know, participate, refuse |  |  |  |
| (e) Work refusal process |  |  |  |
| 2. Workplace health and safety rules |
| (a) |  |  |  |
| (b) |  |  |  |
| (c) |  |  |  |
| (d) |  |  |  |
| (e) |  |  |  |
| (f) |  |  |  |
| 3. Known hazards and how to control them |
| (a) |  |  |  |
| (b) |  |  |  |
| (c) |  |  |  |
| (d) |  |  |  |
| (e) |  |  |  |
| (f) |  |  |  |
| 4. Safe work procedures/practices for carrying out tasks |
| (a) |  |  |  |
| (b) |  |  |  |
| (c) |  |  |  |
| (d) |  |  |  |
| **Orientation checklist** |
| **Employee:  Position:**  |
| Item | Notes | Initials |
| Trainer | Worker |
| 5. Procedures for working alone or in isolation |  |  |  |
| 6. Measures to reduce violence in the workplace and procedures to follow |  |  |  |
| 7. Measures to reduce harassment in the workplace and procedures to follow |  |  |  |
| 8. Personal protective equipment (PPE) - What to use; when to use it; where to find it; how to use, store and maintain; limitations |
| (a) |  |  |  |
| (b) |  |  |  |
| (c) |  |  |  |
| (d) |  |  |  |
| (e) |  |  |  |
| 9. First aid |
| (a) First-aid attendant name and contact information |  |  |  |
| (b) Locations of first-aid kits and eye wash/shower facilities |  |  |  |
| (c) How to report an illness, injury or other incident (including near misses) |  |  |  |
| 10. Emergency procedures |
| (a) Locations of emergency exits and muster points |  |  |  |
| (b) Locations of fire alarms and extinguishers  |  |  |  |
| (c) How to respond if there is a fire (this may include how to use a fire extinguisher) |  |  |  |
| (d) What to do in other types of emergency situations:----- |  |  |  |
| 11. Health and Safety policy. Where applicable, basic contents of the occupational health and safety program |  |  |  |

|  |
| --- |
| **Orientation checklist** |
| **Employee:  Position:**  |
| Item | Notes | Initials |
| Trainer | Worker |
| 12. Hazardous materials and WHMIS |
| 1. Review hazardous materials found in the workplace and specific work procedures related to products
 |  |  |  |
| (b) Purpose and significance of hazardous information on product labels |  |  |  |
| (c) Location, purpose and significance of 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 OHC or worker representative |  |  |  |
| 14. Prohibited/restricted areas, tools, equipment |
| (a) |  |  |  |
| (b) |  |  |  |
| (c) |  |  |  |
| 15. Worksite Tour |
| (a) First aid kit, eye wash/shower facilities |  |  |  |
| (b) Emergency exits, muster point/shelter in place point, emergency maps |  |  |  |
| (c) Fire alarms, fire extinguishers, other emergency equipment |  |  |  |
| (d) Safety Data Sheets (SDS) |  |  |  |
| (e) Spill kit and emergency plan. |  |  |  |
| (f) OHS/OHC bulletin board  |  |  |  |
| (g) Introduction to OHC Member(s) |  |  |  |
| (h) Restricted/prohibited areas/equipment |  |  |  |
| 16. Additional information: |
| (a) |  |  |  |
| (b) |  |  |  |
| (c) |  |  |  |
| Employee’s Signature: | Supervisor’s Signature: |
| Date: | Copy given to worker:  |

**The Orientation Checklist**

The orientation checklist covers the topics recommended for an effective orientation. The form includes blank lines so you can add topics specific to your workplace and notes. Once the trainer has discussed a topic or demonstrated a task, the trainer and the worker will initial the item. Indicate in the notes if any follow up is necessary. Here’s a brief explanation of each item on the checklist:

Fill in top section completely. Provide workers with written contact information for their supervisors. If the supervisor is not conducting the orientation, introduce them immediately, if possible.

1. Review legislation and employer specific responsibilities.
	1. Go over the responsibilities specified in *The Saskatchewan Employment Act* (SEA) 3-8 to 3-10 and *The Occupational Health and Safety Regulations, 2020* (regulations) 3-1, 3-2 and 3-6 (duties of employers, workers and supervisors). Make a copy of the SEA and regulations available to workers or direct them to the online version at [publications.saskatchewan.ca.](http://www.qp.gov.sk.ca/) Review additional responsibilities the employer has identified.
	2. Tell workers to report hazards immediately, if they can’t control the hazards themselves (i.e. if they don’t have the authority, training and experience to safely control it). Identify who they should report hazards to (e.g., their supervisor or a safety coordinator). See SEA 3-10 and regulation 3-2.
	3. Tell workers how employees are held accountable for working safely (i.e. the disciplinary process).
	4. Tell workers about their three rights, including how to participate in safety.
	5. Tell workers that it is their duty to refuse to perform work if they believe it may be unusually dangerous to themselves or others, and that they cannot be punished for doing so (SEA 3-31 to 3-37).
2. Review general rules, like following work procedures, using PPE and operating equipment safely.
3. Inform workers about any known hazards that apply to them and tell them how to deal with them safely (e.g., tell workers to wear respirators while sanding and discuss respirator care).
4. Demonstrate specific tasks (e.g., cleaning equipment or using ladders) and safe work procedures (e.g., locking out equipment before cleaning or repairing it).
5. Tell workers about the risks of working alone and the check in procedures for working alone or in isolation. Teach them safety strategies, such as keeping the back door locked, prohibited activities, etc. See regulation 3-24.
6. Review the violence policy, if applicable. Warn workers about any potential for violence. Tell them how to prevent incidents (e.g., remain calm with abusive customers) and how to deal with incidents (e.g., do not attempt to restrain shoplifters or robbers). See regulations 3-26 & 3-27.
7. Review the harassment policy, measures to reduce harassment and procedures to follow to report harassment. See regulation 3-25.
8. If workers need to use PPE (e.g., respirators while painting), teach them what equipment to use; when to use it; where to find it; how to use, store and maintain it properly; and any limitations of the PPE (regulations 7-1 to 7-22).
9. Review first aid:
	1. Make sure workers know what to do if they or someone else is injured. They need to know who has first-aid training, and how to contact them.
	2. Tell workers where to find first-aid supplies and eye wash/shower facilities.
	3. Tell workers who to report the injury to (all injuries must be reported). Also inform them about other reporting requirements such as near misses.
10. Explain emergency procedures:
	1. Location of emergency exits and muster points.
	2. Locations of fire alarms and fire extinguishers.
	3. Explain how to respond to fire and when to evacuate. When applicable, when and how to use extinguishers.
	4. Explain procedures for other types of emergencies the employer has identified (such as tornado, severe winter weather, bomb threats, etc.) This includes when to evacuate and when to take shelter in place.
11. Review Corporate Health and Safety Policy. 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 (SEA 3-20 and regulation 3-11).
12. Review hazardous materials and WHMIS information and inform worker of how they will receive education and training related to WHMIS.
	1. Review hazardous materials found in the workplace, such as paints, solvents and cleaning products and specific work procedures related to the products. If workers are uncertain about proper procedures, they should always talk to a supervisor.
	2. Review purpose and significance of information on labels and the different types of labels in the workplace.
	3. Review location, purpose and significance of Safety Data Sheets (SDS).
	4. Tell them how to handle, use and dispose of hazardous materials safely.
	5. Review emergency procedures for hazardous materials spills including location of spill kits.
13. Tell them why there is an OHC or representative and provide the worker with contact information. Identify the location of the OHC meeting minutes.
14. Review any restricted or prohibited areas, tools and equipment. This includes confined space, areas where special PPE is required and equipment where specific training is required.
15. Take worker on a worksite tour to show them the items on the checklist, as a minimum.
	1. Show first aid kit(s), including how to complete the first aid register log and the list of first aid attendants. Explain/demonstrate how to use the eye wash/shower facilities.
	2. Show emergency exits (main and alternate), muster points for evacuating and shelter in place, emergency maps.
	3. Show fire alarm pulls, fire extinguishers (including how to use, if applicable). Show any other emergency equipment.
	4. Show where Safety Data Sheets are located. Remind worker they will receive generic and site specific WHMIS training, if applicable.
	5. Show where the spill kit is located and spill emergency plan.
	6. Show Health and Safety/Occupational Health Committee (OHC) bulletin board. Point out names and contact information for committee members, minutes, and any other relevant information.
	7. Where applicable, introduce workers to OHC member(s) or the worker representative.
	8. Show restricted/prohibited areas/equipment.
16. Provide any additional information worker must know to protect their health and safety; including any legislation or standards not previously discussed and further training they will receive.

Once the orientation is complete, have employee sign and date. If the supervisor did not provide the orientation, write the name of the person who provided the orientation and have them sign. Provide a copy of the orientation checklist to the worker.