

# New Worker Orientation Checklist

Worker's Name \_\_\_\_\_

Department \_\_\_\_\_

- Tour the work site
- Welcome new employee(s) and introduce fellow workers.
- Explain hours of work, call-in procedures when absent and follow-up.
- Explain discipline policies and procedures.
- Review sections 27 and 28 of the Occupational Health and Safety Act, Duties of Supervisors and Duties of workers.
- Explain procedures for:
  - time cards
  - overtime
  - vacation
  - work permits
  - personal use of telephone
  - reporting hazards
  - right to know
  - right to participate
  - right to refuse unsafe work
- Review procedure for reporting accidents and receiving first aid treatment.
- Review fire and emergency procedures.
- Explain security procedures.
- Review policy for personal protective equipment - demonstrate proper fitting and wearing of PPE - outfit recruits with equipment and assist in fitting.
- Discuss lunch and rest break policy.
- Review policy for appropriate clothing at work.
- Review working around machines and machine guarding.
- Review lockout procedures.
- Review working around mobile equipment.
- Introduce the worker health and safety representative from the workplace JHSC

**Orientation should also include necessary training such as First Aid and WHMIS, and a review of any other hazards identified related to the new worker's job or the work site.**