

Orientation Checklist for New Employees and Employees in New Positions

This is a general checklist which can be used by part of your new orientation.

Check off each item as you discuss it with the new employee.

	YES	NO
Tour of facilities (discuss hazards)		
Location of fire exits and assembly areas, testing of warning signals		
Personal protective equipment (PPE) required, issued and why it is used.		
Procedure to obtain, clean, repair and replace PPE and clothing.		
Review general and specific safety rules (smoking, special materials, etc.) including the reasons for each rule.		
Location of first aid kit.		
What to do in the event of an injury and how to handle an unsafe condition.		
What is the emergency response plan.		
What to do in the event of an non-injury accident.		
Return to work obligation.		
Rules regarding lunch and break periods.		
Where to keep personal belongings (ie. clothing, tools, lunch)		
Clean up rules: special personal hygiene and general housekeeping.		
WHMIS (general) training on hazardous materials handling.		

Employee's Name: _____

Discussed by: _____ Date: _____