Worker Orientation Record template

This is an example of a checklist you may wish to use when training new workers on health and safety in your workplace. Worker’s name:

Date of hire:

Date of orientation:

Supervisor’s name:

|  |  |
| --- | --- |
| **Orientation topics covered** | **Comments** |
| Rights of workers:* Right to know
* Right to participate
* Right to refuse
 |  |
| Company’s health and safety policy |  |
| Health and safety responsibilities for each party at the workplace |  |
| Health and safety rules |  |
| JHSC or health and safety rep. |  |
| Workplace orientation |  |
| Review of hazards |  |
| How to report unsafe conditions and other health and safety concerns |  |
| How to report incidents |  |
| Workplace violence and harassment prevention policy and procedures |  |
| Emergency procedures |  |
| List your workplace-specific procedures (add additional rows as needed) |  |
| First aid |  |
| WHMIS training |  |
| Care and use of PPE |  |
| Add additional items as needed |  |