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## How to use this checklist

Under the Occupational Health and Safety Regulation, all employers are required to provide new and young workers with workplace training and orientation. This checklist has been designed to help you plan and implement your orientation. It is provided in a modifiable Word format that you can customize to fit the specific needs of your workplace.

Additional information about the requirements for worker orientation can be found in [Support for employers: Training and orientation for young and new workers](#).

# Young and new worker orientation checklist

Employee's name	Position (tasks)	Date hired	Date of orientation
Person providing orientation (name and position)		Company name	

Topics addressed during orientation (Attach additional sheets with more details if necessary. Delete any topics that don't apply to your workplace.)	Initials (trainer)	Initials (worker)
1. Supervisor name and contact information		
2. Rights and responsibilities		
(a) General duties of employers, workers, and supervisors		
(b) Worker's right to refuse unsafe work, and the procedure for doing so		
(c) Worker's responsibility to report hazards, and the procedure for doing so		
3. Workplace health and safety rules		
4. Known hazards in the workplace and how to deal with them		
5. Safe work procedures for carrying out tasks		
6. Procedures for working alone or in isolation		
7. Measures to reduce the risk of violence in the workplace, and procedures for dealing with violent situations		
8. Personal protective equipment (PPE) — what to use, when to use it, and where to find it		
9. First aid and incident reporting		
(a) First aid attendant name and contact information		
(b) Locations of first aid kits and eye wash facilities		
(c) How to report an illness, injury, or incident (including near misses)		
10. Emergency procedures		
(a) Locations of emergency exits and meeting points		
(b) Locations of fire extinguishers and fire alarms		
(c) How to use fire extinguishers		
(d) What to do in an emergency		

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11. Basic contents of the occupational health and safety program (formal or informal)		
12. Hazardous materials and WHMIS (a) What hazardous materials are in the workplace		
(b) Purpose and significance of hazard information on product labels		
(c) Location, purpose, and significance of safety data sheets (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. Contact information for the occupational health and safety committee or worker health and safety representative		
14. Bullying and harassment (a) What is workplace bullying and harassment		
(b) How to report incidents of workplace bullying and harassment (e.g., forms, procedures, contact information)		
(c) Who is responsible for following up on complaints		