

Sample Orientation

Date: _____

Employee Name: _____

Trade or Position: _____

Literature provided:

- _____ Company Handbook
- _____ Company Safety Manual
- _____ Company Health/Safety Policy

Personal Protective Equipment provided:

- _____ Safety glasses
- _____ Hearing protection
- _____ Hard hat
- _____ Respirator or dust mask
- _____ Welder's helmet

Personal Protective Equipment supplied by employee:

- _____ CSA approved safety boots
- _____ Proper clothing

Physical tour of plant and workstation:

Indicate the following:

- _____ Fire exits
- _____ First aid station
- _____ Fire extinguisher stations
- _____ Bathroom facilities
- _____ Lunchroom
- _____ Supervisor's office
- _____ Any high traffic or other hazard areas

Introduce new employee to:

- _____ Safety committee representatives
- _____ First aid trained people
- _____ Other workers in new employee's area
- _____ Some of the equipment they may be operating

Read thoroughly the HANDBOOK and SAFETY MANUAL.

List any Safety Related Training (i.e. First Aid, WHMIS):

Questionnaire:

A. In your own words, describe two responsibilities that you are accountable for in the safety system.

1. _____

2. _____

B. What is the company policy on alcohol or illegal drugs and the workplace?

C. In the safe work practices section, what is the general rule when it comes to defective tools?

Before Commencing Work:

- Make sure you are familiar with the job procedures
- Find out what safe work practices apply
- Get initial "walk through" assistance from authorized personnel before attempting job on your own

Employee Orientation Sign Off

I have read the company HANDBOOK and SAFETY MANUAL thoroughly and have taken initial tour of workplace. I clearly understand the policies in effect and understand that I must conform to the procedures and rules they contain.

Employee Signature

Date

Supervisor Signature

Date