

Sample Orientation Checklist

Employee: _____ Clock: _____

Position: _____ Date: _____

1. Welcome

Give your name _____
 Determine name employee wishes to be called _____
 Introduce to Supervisor _____
 Introduce to Safety Committee/Representative _____

2. Daily Routine

Location and use of time clocks _____
 Starting & stopping times _____
 Coffee & lunch breaks _____
 Working clothes & rentals _____
 Dressing & restrooms _____
 Vending machines/lunch truck Parking facilities _____
 First aid facilities _____
 Location of bulletin boards _____
 Location of fire extinguishers _____

3. Pay Day

Pay day & period _____
 Errors in pay – what to do _____

4. Procedures & Legislation

Specific responsibilities & accountabilities _____
 Safety rules _____
 Basic PPE _____
 Specialized PPE _____
 Fire regulations _____
 Evacuation procedures _____
 Incident reporting _____
 Care of equipment _____
 Leaving job during working hours _____
 Use of telephone _____
 Smoking _____
 Housekeeping _____
 Safe job procedures/practices _____
 Confined spaces _____
 High traffic and other hazardous areas _____

5. WHMIS Program

Introduction _____

6. Other Safety Training

I hereby acknowledge that the above subjects have been discussed with me and that they have been understood by me.

 Employee Signature

 Date

 Supervisor Signature

 Date