

**NEW WORKER'S  
HEALTH & SAFETY  
ORIENTATION CHECKLIST**



Temp Name & Position:	
Date of orientation:	
Supervisor's name:	
Phone:	Email:
Worker Health & Safety Representative's name:	
Phone:	Email:
Union Representative:	
Phone:	Email:

If any of the following applies, complete and document a workplace orientation. Worker is:

- ❖ A new worker under 25 years old
- ❖ New to the workplace
- ❖ Returning to a workplace where hazards have changed during their absence
- ❖ Affected by a change in the hazards of the workplace
- ❖ Relocated to a new workplace with different hazards from the previous workplace

**Orientation must be completed before a worker begins work at a workplace.**

**EMPLOYER'S RESPONSIBILITIES**

*Your employer (the labour user) has the responsibility to:*

- Ensure workers' health and safety
- Establish an occupational health and safety program
- Inform workers of the hazards in their workplace
- Ensure that you are properly trained, educated and supervised to protect your health and safety
- Inspect the workplace to correct unsafe conditions
- Provide and maintain equipment and personal protective equipment
- Consult with the joint health and safety committee or worker health and safety representative and respond to their recommendations
- Provide first aid should you be injured
- Investigate reports of injury and disease, near-misses, and complaints of unsafe conditions

Note: Collective agreements for unionized workplaces may contain articles that exceed the requirements of the Workers Compensation Act and the Occupational Health and Safety Regulation. Ensure you obtain a copy of the OHS articles within your collective agreement.

**WORKER RIGHTS**

*You have the right to:*

- A safe work environment
- Health and safety information, instruction, and training
- Know the hazards to which you are likely to be exposed
- Equipment, including personal protective equipment (PPE)
- Be represented by and participate in health and safety activities
- Refuse unsafe work
- Not be discriminated against (i.e., fired or disciplined) for exercising any right or carrying out a health and safety responsibility (i.e., refusal of unsafe work, reporting a hazard or injury, or filing a claim)

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**WORKER RESPONSIBILITIES**

*You have the responsibility to:*

- Follow safe work procedures and safety rules
- Use protective clothing, devices, and equipment appropriately
- Report hazards and unsafe situations to your supervisor
  - ❖ In person
  - ❖ By phone or email
  - ❖ With a hazard/incident report form
- Refuse any task you believe poses undue risk of injury or disease
  - ❖ Immediately report the situation to your supervisor and to Supplyforce Ltd.
  - ❖ If you feel the work continues to be unsafe, contact your worker safety representative to investigate
  - ❖ If you feel the work still continues to be unsafe and you have not been assigned to other work, contact the Health & Safety Executive for a determination.
- Cooperate with the labour user, Supplyforce Ltd and others working to improve health and safety
- Not engage in horseplay or work while impaired
- Report injuries, disease or near misses immediately to your supervisor and follow the labour user's reporting procedure
  - ❖ Seek first aid, and
  - ❖ If necessary, seek further medical attention. Tell your doctor that your injury was work related.

**EMERGENCY PROCEDURES**

*First Aid:*

- Know when to call first aid
- Demonstrated how to call for first aid
- Showed location of first aid room
- Identified the first aiders

*Fire:*

- How to respond to fire and smoke
- Evacuation procedures

*Chemical and Hazardous Fluids Spills:*

- Know when and how to alert help
- Demonstrated spill clean-up procedures and supplies

*Other:*

- Severe seasonal weather
- Natural disaster
- Power failure

**WORKPLACE HAZARDS, SAFETY POLICIES, PROCEDURES, AND PRACTICES**

<p><b>Overexertion/injuries from manual handling of heavy loads (leading to back, shoulder or arm injuries)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> How to assess risk</li> <li><input type="checkbox"/> Use of equipment</li> <li><input type="checkbox"/> Safe handling techniques (including manual lifting restrictions)</li> </ul>	<p><b>Falls (and slipping and tripping):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> High risk areas (elevated grounds, elevated platforms, scaffoldings, hallways, bathrooms, parking lots, sidewalks, stairs, ladders)</li> </ul> <p><b>Working alone:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Check-in procedure</li> </ul>
<p><b>Exposures (including review of exposure control plan)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Weather (sun/rain/cold/hot exposures)                     <ul style="list-style-type: none"> <li>❖ Standard procedures, incl. protective equipment</li> </ul> </li> <li><input type="checkbox"/> Work Environment – follow the health and safety procedures                     <ul style="list-style-type: none"> <li>❖ Dust</li> <li>❖ Low/high temperatures</li> <li>❖ Bright light</li> </ul> </li> <li><input type="checkbox"/> Equipment – know the health and safety precautions                     <ul style="list-style-type: none"> <li>❖ Noise</li> <li>❖ Laser</li> <li>❖ Vibrations</li> <li>❖ Faults</li> </ul> </li> <li><input type="checkbox"/> Chemical hazards                     <ul style="list-style-type: none"> <li>❖ Safe practices to minimize exposure</li> </ul> </li> </ul>	<p><b>Violence (attempted or actual exercise by a person, worker or not, of any physical force so as to cause injury to a worker, and includes any threatening statement or behaviour that gives a worker reasonable cause to believe that she or he is at risk of an injury):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Informed of history of violence by labour user or at site</li> <li><input type="checkbox"/> Procedures to minimize risk/respond to violent incidents</li> <li><input type="checkbox"/> Providing information on accessing critical incident stress debriefing</li> </ul> <p><b>Other:</b></p>

Note: Relevant demonstrations should be made during the orientation when reviewing the above section. Documentation of worker's orientation must be kept.