**Section 3.2: Training**8. The process of familiarizing an individual to a work process, workplace, work site or environment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Transportation Orientation Checklist**

|  |  |
| --- | --- |
| **Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **New** \_\_\_\_\_\_ **Transferred** \_\_\_\_\_\_ **Annual** \_\_\_\_\_\_\_ |
| **Dept./Facility/Area:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Date of Hire:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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|  |  |  |  |  |
| **Topic** | **Initials** | **Comments** |  |
|   | Supervisor or designate | Employee |   |  |
| Review of Health & Safety Policy |   |   |   |  |
| Privacy and Confidentiality expectations (Reference applicable policy) |   |   |   |  |
| Dress Code – Closed toe shoe or boot, generally neat in appearance |   |   |   |  |
| Other forms – Leave Requests, Daily Inspections, Evacuation Drill, etc. |   |   |   |  |
| Mobile Devices (Reference applicable policy) |   |   |   |  |
| Tobacco Free Environment (Reference applicable policy) |   |   |   |  |
| Sick Leave or other absence call in process |  |  |  |  |
| Workers’ Rights: |   |   |   |  |
| -Right to Know |   |   |   |  |
| -Right to Participate |   |   |   |  |
| -Right to Refuse |   |   |   |  |
| Review of employee roles and responsibilities |   |   |   |  |
| What areas are restricted/prohibited |   |   |   |  |
| Supervisor – Name and process to communicate to their supervisor at all times  |   |   |   |  |
| Location of the OH&S Bulletin Board – minutes, membership, names/introduction of OHC Co-Chairs |   |   |   |  |
| Location of the OH&S Policy & Procedure Manual  |   |   |   |  |
| Location of *The Saskatchewan Employment Act* and *The Occupational Health and Safety Regulations, 2020* |   |   |   |  |
| Safe and Respectful Workplace |   |   |   |  |
|          Harassment Policy (Reference applicable policy) |   |   |   |  |
|          Violence Policy (Reference applicable policy) |   |   |   |  |
| WHMIS 2015 education and site specific training,  |   |   |   |  |
| * Location of the SDS binder
 |   |   |   |  |
| Review of Job Specific Hazards and JSA for Job Position  |   |   |   |  |
|      Personal Protective Equipment (PPE) |  |  |  |  |
| * Location, selection, storage, disposal
 |   |   |   |  |
| **Topic** | **Initials** | **Comments** |  |
|  | Supervisor or Designate | Employee |  |  |
| Relevant safe work practices and procedures* Hantavirus
* WHMIS 2015
* Working Alone
 |  |  |  |  |
| Incident Reporting: Review **Workplace Incident Report** Policy, Process and form (Reference applicable policy) |  |  |  |  |
| General safety rules  |   |   |   |  |
| Review Management of Exposure to Blood & Body Fluids (Reference applicable policy) |   |   |   |  |
| Emergency Preparedness Plan:  |   |   |   |  |
| * Fire Plan, Fire Drill, Fire Extinguisher
 |   |   |   |  |
| * Bus Evacuation
 |   |   |   |  |
| * Severe Weather Inclement Weather
 |  |  |  |  |
| Communication, site specific |   |   |   |  |
| Mandatory Training: |   |   |   |  |
| * Ergonomics/Proper Body Mechanics
 |   |   |   |  |
| * WHMIS 2015
 |   |   |   |  |

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|  |  |  |  |  |
| **Signature of completion:** |  |  |  |  |
|  |  |  |  |  |
| Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manager/Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |
|  | **Distribution:**Original copy – HR Department – Personnel File Copy – Manager/supervisor Copy – Employee  |  |
| **Note:** |  |
| Manager/supervisors are to verify that the new/transferred employee |  |
| is competent in department policies, procedures, practices and rules |  |