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

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