**Section 5.3: 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) |  |  | |  |
| How to do electronic service requests as applicable (i.e., IT) and find relevant forms |  |  | |  |
| Dress Code – CSA approved footwear; full length jeans/work pants; shirts must be short sleeve at minimum. (always refer to SDS) |  |  | |  |
| Security: Importance of wearing name tag, door access, keys, codes, lockers, personal belongings, etc. |  |  | |  |
| Parking- designated |  |  | |  |
| Other forms – Request for Leaves, sick leave, absence process, etc. |  |  | |  |
| Use of Work phones, computers and printers (Reference applicable policy) |  |  | |  |
| Personal cell phone use |  |  | |  |
| Smoking – contractors, visitors, staff |  |  | |  |
| Sick leave, or other absence call in process |  |  | |  |
| **Safety Orientation Checklist:** |  |  | |  |
| Workers’ Rights:  -Right to Know  -Right to Participate  -Right to Refuse |  |  | |  |
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| Scent Awareness Policy, if applicable site specific |  |  | |  |
| Review of employee roles and responsibilities |  |  | |  |
| What areas are restricted/prohibited |  |  | |  |
| Asbestos locations and training/PPE if applicable |  |  | |  |
| 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) |  |  | |  |
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| WHMIS 2015 education & site-specific training  • Location of the SDS binder |  |  |  | |
| Review of Job Specific Hazards and JSA for Job Position   * Dangerous tools, equipment * Working Alone Policy, Process * Confined Space * Asbestos Control Plan * Personal Protective Equipment (PPE) Location, selection, storage, disposal |  |  |  | |
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| Location of emergency exits and equipment |  |  |  | |
| Location of first aid station |  |  |  | |
| Location of eye wash station, if applicable |  |  |  | |
| Relevant safe work practices and procedures |  |  |  | |
| General safety rules |  |  |  | |
| Sharps Disposal |  |  |  | |
| Review Management of Exposure to Blood & Body Fluids (Reference applicable policy) |  |  |  | |
| Incident Reporting: Review **Workplace Incident Report**  Policy, Process and form (Reference applicable policy) |  |  |  | |
| Emergency Preparedness Plan |  |  |  | |
| Fire plan, fire drill, fire extinguisher/alarm |  |  |  | |
| Evacuation |  |  |  | |
| Bomb threat |  |  |  | |
| Hostage taking |  |  |  | |
| Lockdown |  |  |  | |
| Hold & secure |  |  |  | |
| Hazardous material spill |  |  |  | |
| Severe weather |  |  |  | |
| Required mandatory job specific training  (check applicable and add additional) |  |  |  | |
| * Safety for Supervisors * Confined Space * WHMIS 2015 * Fit Testing (N95, respirator’s, storage, use) * Orientation * Fall Protection * Asbestos Control Plan * Powered Mobile Equipment * TLR – Object Moving * Fireman Boiler Certificate |  |  |  | |
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| Communication, sector specific |  |  |  | |

**Signature of completion:**

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor/Foreman: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Note:**

Supervisor/Foreman are to verify that the new/transferred employee   
is competent in department policies, procedures, practices and rules