



***New Worker Orientation Checklist and Acknowledgement Form***

<b>Employee name:</b>			
<b>Position (tasks):</b>			
<b>Date hired:</b>		<b>Date of orientation:</b>	
<b>Person providing orientation (name and position):</b>			
<b>Park West School Division.</b>			
<b>TOPIC</b>	<b>Initials (trainer)</b>	<b>Initials (worker)</b>	<b>Comments</b>
<b>Superintendent or Principals name and contact number provided</b>			
<b>Safety and Health Committee or the worker safety and health representative name(s) and contact numbers</b>			
<b>Rights and responsibilities</b>			
General duties of employers, employee's and supervisors (Principals)			
Employees right to know, participate and refuse unsafe work and right to protection from discrimination			
<b>Workplace Health and Safety policies (Divisional procedures)</b>			
Ex: working alone or in isolation, violence and harassment prevention and reporting, personal protective equipment, incident investigation, reporting hazards and injuries, etc.			
<b>Contents of Workplace Health and Safety program (if 20 or more employees)</b>			
Ex: Safety and health policy, hazard identification, inspection schedule, training plan, etc.			
<b>Documented safe work procedures (job/task specific)</b>			
ex: machinery, equipment, tools, ladders, chemicals, lockout, musculoskeletal injuries, Safe work procedures, ect.			
<b>First aid</b>			
First aid contact information			
Locations of first aid kits, IED's, and eyewash stations.			



How to report an illness, injury, or other accident (including near-miss and dangerous occurrences)			
<b>Emergency procedures</b>			
Locations of emergency exits and meeting points			
Locations of fire extinguishers and fire alarms			
How to use fire extinguishers			
What to do in an emergency situation			
Emergency contact (numbers)			
<b>Hazardous materials and WHMIS training (workplace and product specific)</b>			
Purpose and significance of hazard information on product labels			
Location, purpose and significance of material safety data sheets (MSDS)			
How to handle, use, store and dispose of hazardous materials safely			
Procedures for an emergency involving hazardous materials, including clean-up of spills			

I, (Workers Name) \_\_\_\_\_, Do confirm that I have read and understand the Policy, Procedure, and information provided to me as listed above.

Employee Signature: \_\_\_\_\_

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