

## Employee (re)orientation checklist

Topic	Initials Trainer	Initials Worker	Comments
1. Supervisor name: _____ Position: _____ Worker name: _____ Position: _____			
2. Rights and responsibilities (a) General duties of employers, workers, and supervisors			
(b) Worker right to refuse unsafe work and procedure for doing so			
(c) Worker responsibility to report hazards and procedure for doing so (including COVID-19 hazards)			
3. Workplace health and safety rules (a) <u>Examples: Not going into work if you are feeling sick.</u> (b) <u>Practice good hygiene (diligent hand washing with soap and water or use of hand sanitizer with a minimum 60% alcohol.)</u> (c) <u>Understanding your role to minimize exposure to COVID-19 at work</u> (d) <u>Practice physical distancing of at least 2 metres</u>			
4. Known hazards and how to deal with them (a) _____ (b) _____ (c) _____			
5. Safe work procedures for carrying out tasks			
6. Procedures for working alone or in isolation			
7. Measures to reduce the risk of violence in the workplace and procedures for dealing with violent situations			

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8. Personal protective equipment (PPE) - what to use, when to use it, and where to find it (include requirements related to COVID-19) (a) _____ (b) _____ (c) _____ (d) _____			
9. First aid (a) First aid attendant name and contact information			
10. Emergency procedures (a) Locations of emergency exits and meeting points			
(b) Locations of fire extinguishers and fire alarms			
(c) How to use fire extinguishers			
(d) What to do in an emergency situation			
11. Where applicable, basic contents of the occupational health and safety program			
12. Hazardous materials and WHMIS (2015) (a) What hazardous materials are in the workplace			
(b) Purpose and significance of hazard information on product labels			
(c) Location, purpose and significance of safety data sheets (SDSs)			
(d) How to handle, use, store and dispose of hazardous			
13. Where applicable, contact information for the joint health and safety committee or the worker health and safety representative			

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<p>14. Bullying and harassment</p> <p>(a) What is workplace bullying and harassment</p> <p>(b) How to report incidents of workplace bullying and harassment and who are the contacts</p> <p>(c) Who is responsible for following up with complaints</p>			
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Topic	Things to discuss
Worker rights and responsibilities	<ul style="list-style-type: none"> <li>• Responsibility to follow WorkSafeBC requirements and other health and safety rules</li> <li>• Responsibility to use PPE when required</li> <li>• Right to refuse unsafe work</li> </ul>
Falls from elevation (including ladder safety)	<ul style="list-style-type: none"> <li>• Fall protection system being used</li> <li>• Fall protection procedures</li> <li>• Proper use of fall protection equipment</li> <li>• Ladder safety</li> <li>• Inspection and maintenance of ladders and fall protection equipment</li> </ul>
Slips , trips and falls	<ul style="list-style-type: none"> <li>• Keeping work areas free of clutter</li> <li>• Removing tripping hazards (such as loose cords)</li> <li>• Cleaning up spills promptly</li> </ul>
Lockout (for machinery and power tools)	<ul style="list-style-type: none"> <li>• Define lockout</li> <li>• Types of lockout</li> <li>• When to lockout</li> <li>• Review procedures for specific equipment</li> </ul>
Lifting and moving objects or people (strains and sprains)	<ul style="list-style-type: none"> <li>• Demonstrate safe lifting technique</li> <li>• Use of specialized equipment for lifting or moving materials or people</li> <li>• Storage priorities (heavier items at lower heights and lighter items higher up)</li> </ul>
Guarding (for machinery and power tools)	<ul style="list-style-type: none"> <li>• Types and purposes of guards</li> <li>• Inspection and use of guards</li> <li>• Requirement to leave guards in place</li> </ul>

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Electrical safety	<ul style="list-style-type: none"> <li>• Procedures for de-energizing and lockout</li> <li>• When and how to use PPE</li> <li>• Maintaining safe distances from exposed power lines or cables</li> </ul>
Topic	Things to discuss
Forklifts and other mobile equipment	<ul style="list-style-type: none"> <li>• Maintaining eye contact with equipment operator</li> <li>• Speed limits and locations of travel lanes</li> <li>• Equipment inspection and maintenance</li> <li>• Load limits and procedures for safe operation</li> </ul>
Confined spaces	<ul style="list-style-type: none"> <li>• Hazards of specific confined spaces</li> <li>• Procedures for working safely in specific spaces</li> </ul>
Personal protective equipment (PPE)	<ul style="list-style-type: none"> <li>• When and how to use specific PPE</li> <li>• Where to find PPE</li> <li>• Limitations of protection</li> <li>• Storage, maintenance, and inspection</li> </ul>
Chemical, biological and physical hazards	<ul style="list-style-type: none"> <li>• Potential health effects of exposure</li> <li>• Common roots of exposure</li> <li>• Ways to prevent exposure</li> <li>• How to recognize signs and symptoms of exposure</li> </ul>
WHMIS (2015)	<ul style="list-style-type: none"> <li>• Reading and understanding labels</li> <li>• Reading and understanding SDSs</li> <li>• Location of SDSs</li> <li>• Hazards of products being used</li> <li>• Control measures and appropriate PPE</li> </ul>
First aid and emergency procedures	<ul style="list-style-type: none"> <li>• Name and location of first aid attendants</li> <li>• Location of first aid kits</li> <li>• Location of fire exits</li> <li>• Location of fire extinguisher and how to use them</li> </ul>
Other workplace specific training topics (e.g. details of the COVID-19 Safety Contact, health screening, temperature checking etc.)	