



**ARKAY CONTRACTING LTD
Worker Orientation Checklist**

Employee name: _____

Position(s): _____

Date Hired: _____ Date of orientation: _____

Person providing orientation (name & position): _____

Topic	Initials (trainer)	Initials (worker)	Comments
1. Supervisor name: _____ Telephone #: _____			
2. Rights & 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			
3. Workplace health and safety rules			
a. _____			
b. _____			
c. _____			
d. _____			
4. Known hazards and how to deal with them			
a. _____			
b. _____			
c. _____			
d. _____			
5. Safe work procedures for carrying out tasks			
a. _____			
b. _____			
c. _____			
d. _____			
6. Procedures for working alone or in isolation			
a. _____			
b. _____			
c. _____			
d. _____			



Topic	Initials (trainer)	Initials (worker)	Comments
7. Measures to reduce the risk of violence in the workplace and procedures for dealing with violent situations			
8. Personal protective equipment (PPE) – what to use, when to use it, and where to find it 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 occupational health and safety program			
12. Hazardous materials and WHMIS a. What hazardous materials are in the workplace			
b. Purpose and significance of hazard information on product labels			
c. Location, purpose and significance of material safety data sheets ((M)SDSs)			
d. How to handle, use, store and dispose of hazardous materials safely			
e. Procedures for an emergency involving hazardous materials, including clean up of spills			
13. Where applicable, contact information for the occupational health and safety committee or the worker health and safety representative			