

Worker Orientation Checklist

Complete before the worker starts work, and again when they move to a new site

Orientation is the single most examined record in an audit, because it is the point where your program either reaches the worker or does not. A signature on a page that says orientation completed proves nothing. A record showing what was covered, by whom, and that the worker had a chance to ask questions, proves the program works.

Cover every line. Where a line does not apply to this worker or this site, write why rather than leaving it blank.

Check this yourself. The rights and responsibilities in section 2, including the right to refuse unsafe work, come from your jurisdiction's occupational health and safety legislation. Confirm the exact wording and any specific requirements with your regulator, since the details differ by province.

Worker and orientation details

Worker name	Start date
Job title and tasks assigned	
Employee, subcontractor, temporary or student	Age, if under the age your jurisdiction defines as a young worker
Site or location	Supervisor
Orientation delivered by	Date and time of orientation
Previous relevant experience	

1. The company and the program

☐	Health and safety policy explained, and the worker knows where to find it.
☐	How the safety program works, and what is expected of this worker specifically.
☐	Who their supervisor is, and who to go to if the supervisor is not available.
☐	Health and safety committee or worker representative identified by name.
☐	How safety concerns are raised, and what happens after they are raised.
☐	Disciplinary approach to safety explained honestly, including what is a firing matter.

2. Rights and responsibilities

☐	The right to know about hazards in the workplace.
☐	The right to participate in health and safety.
☐	The right to refuse unsafe work, including the exact steps to take and who to tell.
☐	Protection from reprisal for exercising those rights, stated plainly.
☐	Stop work authority: this worker can stop work over an uncontrolled hazard.
☐	The worker's own duties: work safely, follow procedures, use equipment provided, report hazards and incidents.

3. Hazards and controls for this work

☐	Hazards of the specific tasks this worker will perform, walked through with them.
☐	Formal hazard assessments for those tasks reviewed together.
☐	How to complete a field level hazard assessment, demonstrated rather than described.
☐	Safe work practices and procedures for their tasks, and where to find them.
☐	Site specific hazards: traffic, other trades, overhead and buried services, terrain, wildlife.
☐	Hazardous products they may encounter, and where the safety data sheets are.
☐	Personal protective equipment required, issued, fitted and inspected.
☐	Equipment they are authorized to operate, and equipment they are not.

4. Emergency procedures

☐	Emergency response plan for this site, including muster point, walked to in person.
☐	How to call for help, including what to do where there is no cell coverage.
☐	First aid attendant identified by name, and location of first aid supplies.
☐	Fire extinguisher locations and evacuation route.
☐	Spill or release response, if applicable.
☐	Working alone or in isolation procedure and check in schedule, if applicable.
☐	Nearest medical facility and the route to it.

5. Reporting

☐	How and when to report an injury, however minor.
☐	How and when to report a near miss, and that reporting one is expected.
☐	How to report a hazard or an unsafe condition.
☐	How to report property or equipment damage.
☐	Who to notify, in what order, and how quickly.

6. Training and competency confirmed

Training, ticket or certificate	Held	Expiry date	Verified by	Copy on file
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Training, ticket or certificate	Held	Expiry date	Verified by	Copy on file

7. Competency verification

Task observed

Observed by

Date observed

Competent to work unsupervised on this task, yes or with conditions

Conditions or additional supervision required

Follow up review date

Worker declaration

I received this orientation. The items above were explained to me, I had the opportunity to ask questions, and my questions were answered. I understand I can stop work over an uncontrolled hazard and that I will not be disciplined for doing so. I know who my supervisor is and how to report a hazard, a near miss or an injury.

Sign off

Worker

Orientation delivered by

Supervisor

Date

Date

Date