

New Employee Orientation

The following describes some general orientation topics. It includes key examples of things you may need to discuss with your workers during training. Please note that this list is NOT comprehensive - your orientation will need to include topics that are specific to your workplace and which may not be described here. It is important that you do a hazard assessment for your specific workplace. An assessment will help you identify any other necessary health and safety topics for training.

Employee Name: _____ Position: _____

Date Hired: _____ Date of Orientation: _____

Person Providing Orientation (Name & Position): _____

Company Name: _____

TOPIC	Trainer's Initials	New Employee's Initials	Comments
Supervisor's Name & Phone Number			
Rights & Responsibilities			
A. General duties of employers, workers, and supervisors			
B. Worker's right to know, participate, & refuse unsafe work and procedures for doing so			
C. Worker's responsibility to report hazards and procedures for doing so			
Workplace Health & Safety Rules (your own rules)			
A.			
B.			
C.			
Known hazards & how to deal with them (workplace specific)			
A.			
B.			
C.			



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TOPIC	Trainer's Initials	New Employee's Initials	Comments
Safe work procedures for carrying out tasks (job/task specific)			
A.			
B.			
Measures to reduce the risk of violence in the workplace & procedures for dealing with violent situations			
Personal protective Equipment (PPE) - what to use, when to use it, and where to find it)			
A.			
B.			
First Aid			
A. First aid attendant name and contact information			
B. Locations of first aid kits and eye wash facilities			
C. How to report an illness, injury, or other accident (including near miss)			
Emergency Procedures			
A. Locations of emergency exits and meeting points			
B. Locations of fire Extinguishers & fire alarms			
C. How to use a fire Extinguishers			
D. What to do in an Emergency situations			
E. Emergency contact (numbers)			



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TOPIC	Trainer's Initials	New Employee's Initials	Comments
Procedures for working alone or in isolation (if applicable)			
Where applicable, basic contents of the occupational health & safety program			
Hazardous materials and WHMIS training (Workplace specific)			
A. Purpose and significance of hazard information on product labels			
B. Location, purpose and significance of material safety data sheets (MSDS)			
C. How to handle, use, store and dispose of hazardous materials safely			
D. Procedures for an emergency involving hazardous including clean-up of spills			
Where applicable, contact information for the Occupational Health & Safety Committee, or the Worker Health & Safety Representative			



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