

**EDUCATION
SAMPLE ORIENTATION CHECKLIST
NEW & TRANSFERRED EMPLOYEES**

Employee's Name	Occupation or Job Title	Date
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	ITEMS COVERED	INITIAL
TO BE GIVEN BY SAFETY PERSONNEL / SUPERVISORS	OH&S Policy Statement	
	OH&S & Related Legislation (Employee Responsibilities, Right to refuse unsafe work, etc.)	
	Process to Ensure Safety Rules and Safe Work Practices and Procedures are followed	
	Job-Specific Safe Work Practices and Procedures	
	How to Report Hazards	
	Roles and Responsibilities of OH&S Committee / Worker Health & Safety Representative. Introduction of OH&S members.	
	Hazard Recognition, Evaluation & Control (Including Ergonomic)	
	Workplace Inspection Process	
	Emergency Preparedness and Response Plan	
	How to Report Accident and Incidents	
	Workers' Compensation (Submitting claims, etc.)	
	Return to Work Programs	
	Safety Promotion	
	Off-the-job Safety	
	OTHER ITEMS:	

NOTE: This is a sample Orientation Checklist. It does not contain all acceptable safety procedures or processes and unusual circumstances may require additional specific safety procedures.