

## EMPLOYER/STUDENT ORIENTATION CHECKLIST

Use this checklist when training new workers on health and safety in your workplace. After the orientation is complete, please ensure the signed copy is given to the teacher sponsor upon the initial site visit.

Worker's name \_\_\_\_\_

Date worker started \_\_\_\_\_

Site supervisor's name \_\_\_\_\_

Date of orientation \_\_\_\_\_

Orientation Topics Covered	N/A	Yes	No	
Health and Safety responsibilities				Written work procedures (list them here):
Health and Safety rules				
How to get first aid				
Location of first aid kit				
Location of emergency exits and fire extinguishers				
How to report unsafe conditions				
Right to refuse unsafe work				
WHMIS				
Location of MSDSs				
Use of personal protective equipment				
Dealing with violent customers				
Working alone procedures				Comments:
Emergency procedures (list them here):				

Student's signature \_\_\_\_\_

Site Supervisor's signature \_\_\_\_\_