

## EMPLOYEE ORIENTATION AND TRAINING CHECKLIST: 6-19 EMPLOYEES

Employee Name:	
Work Start Date:	
Position:	

Training	Date Completed	Employee Signature	Supervisor Signature
▪ Health & Safety Policy			
▪ Health & Safety Awareness Training for Workers			
▪ Health & Safety Awareness Training for Supervisors			
▪ Violence and Harassment Program			
▪ Personal Protective Equipment Requirements			
▪ Hazard Reporting Procedure			
▪ Injury or Illness Reporting Procedure			
▪ First Aid Procedure			
▪ Emergency Plans			
▪ Return to Work Procedure			
<b>Common Hazards (list)</b>			
▪ Slips, Trips and Falls Prevention			
▪ Safe Lifting Techniques			
▪ Noise			
<b>Other Work-Related Information</b>			
▪ Workplace Tour			
▪ Introduce Health & Safety Representative			
▪ AODA			
▪ Employment Standards			
▪ Promotion/Transfer (e.g., new hazards and duties)			
<b>Job-Specific Hazards (list)</b>			
(e.g., Ladder safety, Equipment guarding and lockout, Motor vehicle)			

This project was funded in part by the *Ontario Ministry of Agriculture Food and Rural Affairs*