

## Health and Safety Programs

# Employee Orientation Checklist

### On this page

[What is employee orientation?](#)

[What is a sample orientation checklist for health and safety?](#)

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## What is employee orientation?

Orientation (sometimes called an induction or "on-boarding") is the process of introducing new, inexperienced, and transferred workers to the organization, their supervisors, co-workers, work areas, and jobs, and especially to health and safety. Providing training and extra assistance during the initial period of employment is critical, regardless of the age of the employee, as they are not familiar with the hazards of the job or the workplace.

During this phase, each employee develops the knowledge, skills, and abilities that are necessary to work in a safe and healthy manner. While training (or refresher training) is always important, training should always be provided when employees are:

- transferred to jobs or work areas they are unfamiliar with
- returning from an extended period away from work
- who are new to the work force

Not all training can or should be done on the first day. Time the orientation sessions to best match the needs of the workplace and the work done, but be sure all areas are covered.

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## What is a sample orientation checklist for health and safety?

Below is a sample orientation checklist. Be sure to customize it for your workplace.

## EMPLOYEE ORIENTATION CHECKLIST

Areas to be Covered	Description	Completed	
		Yes	No
Occupational Health and Safety Rights	<p>Explain how occupational health and safety regulations grant workers three rights, and how this is applied in your workplace:</p> <ul style="list-style-type: none"> <li>• the right to know</li> <li>• the right to participate, and</li> <li>• the right to refuse unsafe work</li> </ul>		
Company Safety Rules	Explain safety rules that are specific to your company.		
Company Policies	Explain the health, safety and wellness policies of your company.		
Training	Provide any necessary safety, environmental, compliance or policy/procedural training.		
Health and Safety	<p>Inform the health and safety specialist that a new employee has joined the company who will need safety training. Arrange for this training and education to occur. Training and education may be needed in areas such as:</p> <ul style="list-style-type: none"> <li>• housekeeping</li> <li>• lifting techniques</li> <li>• material handling</li> <li>• safe operation of equipment, tools, etc.</li> <li>• any other education or training required to complete the task or job safely.</li> </ul>		
Potential hazards	Tour the work areas and facility and discuss associated work area hazards and safe work practices. Be sure to include all sources of hazards, including biological, chemical, ergonomic, physical, psychosocial (including mental health, bullying, harassment and violence), safety, etc.		
Emergency Procedures	Show and explain how to use emergency		

	eyewashes and showers, first aid kits, fire blankets, fire extinguishers, fire exits and fire alarm pull boxes, as applicable. Demonstrate the evacuation procedures.		
Hazardous Products	Identify workspaces where hazardous products are used, stored or disposed. Provide training as necessary, including WHMIS 2015.		
Food and Beverages	Explain that food and beverages are only permitted to be stored in refrigerators clearly labelled "FOOD ONLY".		
Hygiene	Explain the importance of washing hands before eating, drinking, or using the washroom.		
Emergency Notification Form	Have employee complete an emergency notification form. Keep a copy for your files and send a copy to human resources and/or emergency coordinator.		
WHMIS	Provide education about WHMIS. Identify the location of the Safety Data Sheets (SDSs). Review the SDSs for all hazardous products to be used by the employee. Explain hazardous product labelling requirements. Conduct job specific training.		
Emergency Evacuation	Review the company's emergency evacuation plan and explain the evacuation signals and procedures, point out proper exit routes and the designated assembly area for your Branch.		
Personal Protective Equipment (PPE)	Review the PPE program and provide education and training if the employee will be required to wear protective equipment. Discuss appropriate personal protective equipment (PPE) that must be worn as required by the work being performed.		
In Case of Injury or Illness	Review the reporting procedures in the event of an injury and/or incident. Introduce first aid attendants, and show where the first aid room and kits are located. Describe how to call for first aid if needed for themselves or for a co-worker.		
Health and Safety Committee/Representative	Supply a copy of the facility telephone list with names of the Health and Safety Committee		

	members or representative highlighted. Identify the location of the safety bulletin board. Explain how the employee can participate in the health and safety process (e.g., report hazards)		
Reporting unsafe acts and conditions	Explain the procedure for reporting acts or conditions that may be unsafe.		
General Rights and Responsibilities	Explain the employee's rights and responsibilities as granted by legislation. (See the section of our OSH Answers on <a href="#">Legislation</a> for more details.)		
Emergency Contact	Provide a list of names, addresses, phone numbers and fax numbers of the persons who must be contacted in the workplace in case of emergency.		
Document	Maintain a record of the orientation and all education and training received.		

Employee Name:

Date:

Supervisor's Signature:

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## Disclaimer

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