



NEW AND YOUNG WORKER SITE ORIENTATION CHECKLIST

School: _____ Employee Name: _____

The following checklist must be completed by all School District #52 new workers prior to starting their new job and covers the topics required by OH&S Regulation 3.23(2). Each workplace is unique and this checklist does not cover all your workplace specific situations such as hazards, safety rules and emergency procedures. Additional orientation and training may be required. Your direct supervisor will work with you to inform you of any work type or workplace specific hazards. The checklist must be signed by the new employee and his/her direct supervisor once all elements are complete. The supervisor must keep records of all orientation and training provided under sections 3.23 and 3.24.

TOPIC	CHECK IF COMPLETE	OHS REG #	NOTES
Supervisor - I know the name of my Supervisor and have been provided with contact information.	<input type="checkbox"/>	3.23(2)(a)	
Hazards - I have been advised of the hazards I may be exposed to and the program in place for eliminating or mitigating the hazards. (Please list below all hazards you have been advised of and informed of the safety measures in place regarding the hazard.) <ul style="list-style-type: none"> • Violent students or guardians • Gym • Shop • Science Lab • Home Economics 	<input type="checkbox"/>	3.23(2)(d)	
Working Alone or in Isolation - I understand the procedures and check in system that must be followed when I am working alone or in isolation under OH&S Section 4.21.	<input type="checkbox"/>	3.23(2)(e)	
Personal Protective Equipment (PPE) - I understand the responsibility to provide PPEs (8.21), how the equipment is selected, used and maintained (8.3), how the worker is instructed in the use of a PPE (8.7), the Supervisor's responsibilities (8.*), the Worker's responsibilities (8.9) and personal clothing (8.10). <ul style="list-style-type: none"> • Shop • Science Lab • Home Economics 	<input type="checkbox"/>	3.23(2)(g)	

First Aid - I have been informed of the location of first aid facilities, know how to identify first aid attendants (2), how to summon first aid, the reporting requirements under the WC Act (Section 53/54) and procedures specific to School District #52.	<input type="checkbox"/>	3.23(2)(h)	
Emergency Procedures - I have been informed of the types of emergencies that could occur, the emergency procedures for both School District #52 and my specific worksite and the frequency and type of drills to expect. <ul style="list-style-type: none"> • Fire • Earthquake • Intruder Alert 	<input type="checkbox"/>	3.23(2)(i)	
Instruction and Demonstration - I have received instruction and demonstration on my work task or work process. (Please indicate below any specific instructions or demonstrations you received.)	<input type="checkbox"/>	3.23(2)(j)	
WHMIS - If required to take the WHMIS course, please indicate below the date of completion of the course. Date of Course Completion: _____	<input type="checkbox"/>	3.23(2)(1)	
Joint Committee - I have received the contact information for my worksite's Occupational Health and Safety Committee or worker representative.	<input type="checkbox"/>	3.23(2)(m)	
Additional Orientation or Training (Please indicate below any additional orientation or training received).	<input type="checkbox"/>		

Signing below indicates that the employee has received instructions on and understands all of the topics listed above as well as any site-specific hazard information and safety procedures.

Date: _____

EMPLOYEE SIGNATURE: _____

SUPERVISOR SIGNATURE: _____

This form is to be kept on file by the Supervisor and must be re-done or updated when duties change.

A copy of this signed checklist must be submitted to the Human Resources Department for inclusion in the employee's file.

Link to WorkSafe BC regulations:
<http://www2.worksafebc.com/Publications/OHSRegulation/Part3.asp#SectionNumber:3.23>