EMPLOYEE ORIENTATION AND TRAINING CHECKLIST: 20-49 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			
Common Hazards (list)			
▪ Slips, Trips and Falls Prevention			
▪ Safe Lifting Techniques			
▪ Noise			
Other Work-Related Information			
▪ Workplace Tour			
▪ Introduce Health & Safety Representative or JHSC			
▪ AODA			
▪ Employment Standards			
▪ Promotion/Transfer (e.g., new hazards and duties)			
Job-Specific Hazards (list)			
(e.g., Ladder safety, Equipment guarding and lockout, Motor vehicle)			

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