Health and Safety Orientation for Workers Checklist – July 2025

This checklist is your guide for conducting a health and safety orientation for workers. It is important and necessary that you customize this document to meet the unique circumstances of your workplace or work site. A thorough orientation should cover any unique hazards, specialized equipment, or site-specific procedures for workers.

Checking off each item confirms that the topics have been reviewed with the worker.

COMPANY SAFETY REQUIREMENTS	✓	N/A	Notes
Safety policy – If applicable, review the company's safety policy to make sure the worker understands the organization's commitment to maintaining a safe workplace.			
Roles and responsibilities – The worker understands the responsibilities of the employer, supervisor, and worker in maintaining a safe work environment.			
Workplace harassment – The worker has reviewed the company's workplace harassment policy and understands how to recognize, report, and prevent harassment.			
Safe work procedures and policies – The worker has been trained on established safe work procedures and policies relevant to their role.			
Incident reporting – The worker understands the process for reporting unsafe work conditions, near misses and workplace incidents.			
WHMIS – The worker has received training on Workplace Hazardous Materials Information System (WHMIS) and understands how to safely handle hazardous substances.			
Safety committee and Safety Representative – If applicable, the worker has been introduced to the company's Safety Representative or Safety Committee members and understands their role in making sure the workplace is safe.			
Ergonomics and hazard recognition – The worker has received training in proper ergonomics, injury prevention, and identifying workplace hazards.			
Workplace inspections and safety controls - The worker is trained on the workplace inspection process and on how to correct hazards			
Right to refuse unsafe work – The worker understands their right to refuse unsafe work and the steps to follow if they believe a task is unsafe.			

PERSONAL PROTECTIVE EQUIPMENT (PPE)	✓	N/A	Notes
PPE requirements – The worker is aware of the required PPE for their role including when and how to use it.			
Use, fit, storage, maintenance – The worker has been trained on the correct use, fit, storage, and maintenance of required PPE.			

IMPORTANT CONTACT INFORMATION	✓	N/A	Notes
Supervisor – The worker knows who their direct supervisor is and how to contact them for safety concerns.			
Safety Representative – If applicable, the worker is aware of who the Safety Representative is and how to contact them for safety-related issues.			
Safety Committee Members – If applicable, the worker has been provided with the names and contact information of Safety Committee members and knows to contact them for safety-related issues.			
Workplace First Aiders – The worker knows who the Workplace First Aider(s) are and how to contact them when first aid is necessary.			

EMERGENCY PREPAREDNESS	✓	N/A	Notes
Emergency Procedures – The worker has been trained on emergency response procedures, including evacuation and other procedures for different emergency situations in the workplace.			
First Aid Kits - The worker is aware of the contents and location of the first aid kit.			
Workplace First Aiders – The worker has been introduced to the Workplace First Aider(s) and how to contact them when first aid is necessary.			

OTHER - INCLUDE THE UNIQUE SAFETY FEATURES OF YOUR WORKPLACE	✓

Include the signatures from all parties to indicate that the orientation has been completed to the satisfaction of the employer, supervisor and worker.

A copy of this checklist should be retained in the worker's personnel file.

_____   _____   _____

Worker Name   **Worker Signature**   **Date**

_____   _____   _____

Employer/Supervisor Name   **Employer/Supervisor Signature**   **Date**