Orientation Checklist

New hire and new-to-site orientation for your company: completed before the first task, signed by both people

WORKER NAME (PRINT) | TRADE / POSITION | DATE

EMPLOYER (OURS, AGENCY OR SUBCONTRACTOR) | SITE / PROJECT

ORIENTATION GIVEN BY | LANGUAGE USED

Company orientation (new hires and agency workers)

- [ ] Safety policy statement read and explained
- [ ] How to report injuries, illnesses, near misses and hazards
- [ ] Stop work authority: stop, tell, fix, restart
- [ ] PPE issued, fit checked, how to inspect it
- [ ] Emergency: calling for help, first aid, muster point
- [ ] Manual acknowledgment signed
- [ ] Safety contact name and phone given
- [ ] No retaliation for reporting or stopping work
- [ ] Hazard programs for this worker's tasks reviewed
- [ ] Equipment and tools this worker may and may not operate
- [ ] Toolbox talks and pre-task plans explained
- [ ] Questions asked and answered

Site orientation (every site, every worker)

- [ ] General contractor site orientation attended
- [ ] Site walk: access, muster point, first aid, extinguishers
- [ ] Other trades working nearby and their hazards
- [ ] Emergency contacts and directions sheet given
- [ ] Site rules that are stricter than ours noted
- [ ] Restrooms, water and rest area shown
- [ ] Today's pre-task plan reviewed
- [ ] Site-specific hazards and permits explained

TOPICS THAT NEED FOLLOW-UP, TRAINING STILL TO BE GIVEN, OR QUESTIONS TO ANSWER (WHO, BY WHEN)

WORKER SIGNATURE (RECEIVED AND UNDERSTOOD) | DATE | ORIENTATION GIVEN BY (SIGNATURE)