

LCUCA الحال Department of Justice Maligaliqiyikkut Ministère de la Justice

New Worker Orientation Checklist

Χ	Are these covered in the new worker's	Yes	No
	orientation?		
	Name of immediate supervisor and OHS member (or health and safety rep.)		
	Workers/Supervisor rights and responsibilities		
	Safe work procedures and operations of equipment		
	Use of Personal Protective Equipment (PPE)		
	Identification of restricted or prohibited areas, tools, equipment and machinery?		
	Hazards in the workplace that may affect the student, how they controlled		
	and how to deal with them		
	What to do and who to see if the student has a safety concern		
	What to do in case of a fire or other emergency		
	Location of fire exits and fire extinguishers		
	Location of First Aid Supplies, equipment and facilities		
	 Names of staff who are responsible for first aid 		
	 How to record first aid treatment 		
	Procedures for reporting incidents and injuries		
	Workplace Hazardous Material Information System (WHMIS)		
	Workplace policies and procedures on:		
	Harassment		
	Violence Prevention		
	Working in isolation		
	Smoking		
	Location of important information:		
	 Material Safety Data Sheets (MSDS) 		
	 Occupational Health & Safety Committee Minutes 		
	 Instruction for safe operation of each piece of equipment (If 		
	applicable)		
	 Important Telephone Numbers 		
	Other Items not Listed		

P.O. Box 1000, Stn. 590 Iqaluit, Nunavut X0A 0H0 Toll Free: 1 877 806 8402 (Nunavut only)



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Protective Equipment:	Requirement Times:	Training needed	Employer to provide PPE	Student to provide PPE
Safety Boots				
Safety Shoes				
Safety Footwear (Specify)				
Safety Glasses				
Hearing Protection				
Dusk Mask				
Respirator				
Gloves (Specify Types)				
Other (Specify)				

Company Representative

Date

Student on Work Placement

Date

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