

Resource 21: Supervisor's New Employee WSH Orientation Checklist

Under the WSH Act, supervisors are responsible for taking reasonable precaution to protect workers under their supervision. This includes providing workers with pertinent safework information, advising of potential job-related risks, and ensuring that workers follow safework procedures.

Following is a checklist designed to assist supervisors in identifying and communicating pertinent WSH information with workers. Before providing WSH orientation to new workers, please have on hand a WSH Orientation package that contains all relevant material to hand out to the worker. Please go over this checklist with each new worker under your direction.

Supervisors must check off each item after they have discussed them with the new employee, and the **new employee must initial** each item. The completed checklist should be given to:

General FSH Workplace Safety and Health Information:

Employee

Initials

- Reviewed Safety and Health Policy _____
- Reviewed responsibilities of employers/supervisors as they relate to the WSH Act _____
- Reviewed the responsibilities of workers as they relate to the WSH Act _____
- Reviewed the rights of workers as they relate to the WSH Act _____
- Reviewed Harassment and Violence Prevention Policy _____
- Reviewed procedures for voicing WSH Hazard Concerns _____
- Reviewed steps in exercising a Right to Refuse _____
- Reviewed procedure for reporting injury _____

Worksite specific Workplace Safety and Health Information:

- Informed worker of location of WSH Bulletin Board and reviewed posted Materials _____

- Provided worker with building evacuation procedures _____
- Notified worker of WSH Intranet site and where to obtain a hard copy of the WSH Program Manual _____
- Informed worker of location of nearest fire exit, pull alarm, fire extinguisher, First Aid kit and other emergency equipment _____
- Reviewed worksite specific Working Alone Safework Procedures _____
- Reviewed Ergonomic Safework Procedure, if applicable _____
- Reviewed chemical and biological hazards, including location of MSDSs, control measures, and proper handling and disposal, if applicable _____
- Reviewed use of Personal Protective Equipment, if applicable, including when to use PPE, how to use PPE, how to care for and store PPE, which PPE the employer will provide and which the worker must provide (shoes and headwear for certain types of work) _____
- Notified worker of any potential hazards or risks related to their specific duties and safe work procedures to address risks (please list all worker specific training provided to worker and have worker initial each one – add additional pages if necessary):
- _____
- _____
- _____
- _____
- _____