



OHS Orientation Checklist

Information for SIAST Students

If you are an employer or supervisor, use this checklist to determine the information to include in an orientation explaining your business's health and safety practices, procedures and policies to new hires, transferred employees, and workers returning from an extended period away from work. If you are a worker, use it to identify questions to ask your employer when you start work.

The first column identifies the items to consider covering. The second column serves as a check that they have been covered.

To ensure you are meeting the law's minimum standards, compare your employment standards to those provided in *The Occupational Health and Safety Act, 1993*. Employers can provide more, but not less, than the standards identified in the Act and regulations.

Employee's Name:	Date of Orientation:	
Occupation or Job Title:	Person providing orientation:	
ITEMS	Covered	
	Yes	No
1. Fire and other emergencies		
a) Types of fire and emergency plans in the organization:		
b) Location of stairwells to be used for evacuation:		
c) Location of fire hoses and extinguishers:		
d) Name of local fire marshal(s):		
e) What to do if there is a fire or emergency, including evacuation procedures:		
2. First aid		
a) Where first aid kits and logs are located in the work area:		
b) Names of those with first aid training in the work area:		
c) Procedure for using first aid supplies and entering information in the first aid log:		
d) Procedures for reporting accidents and "near misses:"		
e) How to access emergency facilities provided by contractors:		

To contact the Occupational Health and Safety Division:

Visit our website: www.labour.gov.sk.ca

Regina call: 1-800-567-7233 (toll-free). Saskatoon call: 1-800-667-5023 (toll-free)

ITEMS	Covered	
	Yes	No
3. Prohibited or restricted areas, tools, equipment, and machinery		
a) List:		
b) Identify any that the worker may be required or permitted to enter or use:		
c) List any permissions, procedures, and personal protective equipment required:		
4. Hazards in the worker's work area and job, how they could cause harm, and what precautions must be taken. Examples:		
a) Dangerous tools, equipment, or machinery, moving parts, and so forth (list below):		
b) Dangerous processes, procedures, and jobs — including infrequently performed tasks:		
c) Dangerous situations, such as working alone:		
d) Hazards of shift work (see the OHS Division's publication, <i>Managing Shift Work</i>):		
5. Chemical hazards		
a) Dangerous chemicals to which the worker could be exposed and how they may cause harm:		
b) Handling, labelling, and transportation procedures:		
c) Location of Material Safety Data Sheets (MSDSs):		
d) Generic and workplace-specific WHMIS training to be offered:		
e) Training about the content of MSDSs, container labels, and associated safe work practices required by regulation 318:		
6. Biological hazards		
a) Biological substances to which the worker could be exposed and how they may cause harm:		
b) Handling, labelling, and transportation requirements:		
7. Any other industry-specific hazards not already covered:		

ITEMS	Covered	
	Yes	No
8. Procedures, policies, plans, and programs that the employer must have at the place of employment		
a) Procedures:		
i) Discuss any required work procedures, such as procedures for locking out equipment under regulation 139 or controlling flammable substances under regulation 363:		
b) Policies:		
i) Harassment policy:		
(1) Define harassment:		
(2) Review policy requirements and provide a copy of policy:		
(3) Discuss how to deal with harassment complaints and who to contact:		
ii) Violence policy (review policy, determine risk to worker, and check the appropriate box below):		
(1) High risk:		
(a) Review policy, discuss procedures, and provide a copy of any written procedures:		
(2) Medium risk:		
(a) Review policy and discuss applicable procedures:		
(3) Low risk:		
(a) Review policy:		
iii) Employer's computer use policy:		
(1) Conditions for using the organization's computers:		
(2) Hazards of computer use:		
(a) Repetitive strain injuries (RSIs):		
(i) How caused:		
(ii) How to recognize the symptoms:		
(iii) How to report an RSI:		
(b) Eye strain:		
(3) Requirements of <i>A Code of Practice for Video Display Terminals</i> , published by the OHS Division:		
(4) How to set up a computer work station correctly:		
(5) Where to go for help:		
iv) Smoking:		
c) Plans:		
i) Discuss any required plans, such as an infection control plan required by regulation 85 or a hearing conservation plan set out under regulation 114:		
d) Programs:		
i) Requirements of any Occupational Health and Safety Program at the workplace required by section 13 of the Act and regulation 22:		
ii) Requirements of any other programs established by the employer at the workplace:		
9. Where to find a copy of <i>The Occupational Health and Safety Act, 1993</i> and <i>The Occupational Health and Safety Regulations, 1996</i>:		

ITEMS	Covered	
	Yes	No
10. The worker's right to know, participate, and refuse, including procedures for filing a refusal to work:		
11. Responsibilities of the worker to:		
a) Work and act safely:		
i) Follow safe work procedures:		
ii) Report hazards:		
iii) Use required personal protective equipment:		
b) Not cause or participate in harassment:		
c) Know and comply with the legislation:		
d) Co-operate with the workplace's committee or representative:		
12. Any regulations applying to the worker's work that have not already been discussed:		
13. Any additional standards applying to the worker's work, such as industry best practices, use of forklifts or other equipment, and how to inspect tools, equipment, or machinery:		
14. Anything else the worker must know:		
15. The local occupational health committee or worker occupational health and safety representative		
a) Committee co-chairpersons, locations, and phone numbers:		
i) Employee:		
ii) Management:		
b) Committee members (or representative) locations, and phone numbers in the worker's area are:		
i) Employee member:		
ii) Management member:		
c) Location of the committee bulletin board where minutes are posted:		
16. Procedure for dealing with occupational health and safety concerns:		
a) Control the hazard if he or she has the authority, training, and experience to do so.		
b) If they can't control the hazard, report it to the supervisor for corrective action.		
c) If the problem is not corrected, contact the OHC or worker health and safety representative.		
Employee's signature:		
Supervisor's signature:		
Copy given to worker:		
Date:		