

Please Check One: New/Returning Employee Annual Refresher

Employee Name: _____ Date Hired: _____ Orientation Date: _____

Orientation Topics Covered?	YES	NO	By (initials)	Other Specific Hazard Information (List here)	
1. Company Safety Policy Statement					
2. Responsibilities – All Levels a. Employer / Senior Management b. Supervisors c. Employees					
3. Incidents, hazard, near miss reporting					
4. WSH Committee / Representative a. Who are the members/contact info b. Roles and Responsibilities					
5. How to report safety concerns					
6. How to Refuse Dangerous Work					
7. Identification of managers / supervisors					
8. Accountability / Enforcement Policy					Other Notes or Comments
9. Employee Rights a. To Know b. To Participate c. To Refuse d. Freedom from Discrimination					
10. WHMIS a. Training Provided b. Location of MSDS c. Specific Hazard / Emergency Info					
11. Personal Protective Equipment a. Safety Footwear b. Hearing / Eye Protections c. High Visibility Safety Vests d. Other _____					
12. Emergency Procedures					Prohibited or Restricted Activities
a. Location of first aid kits					
b. Identification of First Aiders					
c. Emergency Eye Wash					
d. Location of fire extinguishers					
e. Evacuation procedures / Muster location					
f. Severe Weather					
13. Working Alone / Isolation					
14. Violence and Harassment					

Employee Name

Employee Signature

Date

Orientation Conducted by

Signature

Date

Employee Orientation: Specific Training

NOTE: Workers must be trained in a way that demonstrates they are competent. JUST READING a SWP is NOT training. Workers must demonstrate they can safely perform task and trainer/supervisor must follow up regularly to ensure workers are performing task in a safe manner. Document each occurrence in the employee's training record.

Company Safe Work Procedures	SWP Documentation Review				Competency Assessment (Observation)				
	Date Trained	Trainer Name	Trainer Initials	Employee Initials	Date Trained	Competent	Trainer Name	Trainer Initials	Employee Initials
<i>E.g. use of step ladders</i>						Y / N			
<i>E.g. lockout procedures etc.</i>						Y / N			
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