

## Safety Orientation Checklist

Employee Name: \_\_\_\_\_ Branch: \_\_\_\_\_

Position Title: \_\_\_\_\_ First Day of Work: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Orientation Provided By: \_\_\_\_\_ and \_\_\_\_\_

Topic	Date	Employee Initials	Provider Initials
<b>A. Site Specific Safety Information</b>			
1. Emergency Procedures			
a. Locations of emergency exits and muster points			
b. Locations of fire extinguishers and alarms			
c. Review workplace "Emergency Preparedness Plan"			
2. First Aid			
a. First aid attendant(s) name and contact information (show employee Health & Safety Bulletin Board where information is posted)			
b. Location(s) of first aid kits and all other first aid equipment required at the workplace. (marked on work site map)			
3. Reporting			
• Incident and Near Miss Reporting and Investigating (form and procedure process of department)			
4. Joint Health and Safety Committee Membership or Safety Representative Contact Information (show employee the Health & Safety Bulletin Board where this information is posted)			
<b>B. Position/Job Specific Health and Safety Training Requirements</b>			
5. Review <i>certifications</i> required to perform work duties			
6. Review position <i>Job Hazard Analysis</i> and relevant <i>Safe Job Procedures/Safe Work Practices</i> necessary to perform duties in a safe manner			
7. If necessary, review all <i>Personal Protective Equipment</i> or work equipment required to perform duties in a safe manner.			
<b>C. Health and Safety Management</b>			
8. Overview of the <i>Corporate Health and Safety Management System (HSMS)</i> – Corporate Bank			
9. Review elements of <i>Department Health and Safety Management System</i>			

*NOTE – Safety Orientation Checklist Supporting Documentation form needs to also be completed.*