NEW-WORKER SAFETY ORIENTATION

01 / Worker details and site induction

Frequency: before a new or transferred worker starts on this site; again for new tasks or new emergency arrangements
Applies to: new hires, transfers, returning and short-term contract workers on this site
Revision: 2.0

The supervisor or trainer walks the site with the worker and covers each item in a language the worker understands. Mark Yes only after showing or explaining it and hearing or seeing the worker give it back. Write this site's real details in the boxes; a blank box means the item was not covered.

Worker name	Job / role	Employer	Start / transfer date

Worksite / work area	Trainer / supervisor	Orientation date	Mentor / buddy contact

Language / communication support arranged	Supervisor name and how to reach them

This site's emergency details

Site address or GPS for emergency calls	Site emergency number / radio channel	Muster (assembly) point

First aiders this shift / how to find them	First aid kit, eyewash and AED locations	Nearest hospital / transport plan

Extinguisher and fire alarm locations	Spill kit and SDS locations	H&S committee member or rep (name)

C = critical: No means the worker does not start work on site until it is covered.

	Check (shown or explained; worker gave it back)	Yes	No	N/A
Site induction				
C	1. Knows their supervisor, who to ask for help and how to reach them each shift	☐	☐	☐
C	2. Walked the evacuation route to the muster point; knows the alarm sound	☐	☐	☐
C	3. Can say the site address and how to call for help in an emergency	☐	☐	☐
C	4. Knows the first aiders, first aid kit, eyewash and AED locations	☐	☐	☐
C	5. Knows to report every injury, however small, to the supervisor the same shift	☐	☐	☐
C	6. Knows where extinguishers and alarms are, and when to use one or get out	☐	☐	☐
C	7. Toured entrances, sign-in, restricted areas, vehicle routes and walkways	☐	☐	☐
C	8. Never enters a signed confined space or touches locked or tagged equipment	☐	☐	☐
C	9. Near water: wears a life jacket where required; knows the water rescue steps	☐	☐	☐

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NEW-WORKER SAFETY ORIENTATION

01 / Worker details and site induction (continued)

	Check (shown or explained; worker gave it back)	Yes	No	N/A
	10. Knows the spill kit location; reports every spill at once; protects drains Cover before handling fuel or chemicals.	☐	☐	☐
C	11. Knows how to report hazards, near misses and incidents, and to whom	☐	☐	☐
	12. Site rules: housekeeping, smoking areas, washrooms, lunch room, breaks Cover before end of first shift; note on section 02.	☐	☐	☐
	Job readiness			
C	13. Job scope and limits: tasks and equipment the worker may use, and what not to touch	☐	☐	☐
C	14. Hazards of the assigned tasks and the safe work procedures (SWPs) for them reviewed	☐	☐	☐
C	15. PPE issued and fitted; worker put it on, checked it and named its limits	☐	☐	☐
C	16. Chemicals used: worker read a label and found the SDS; knows the controls	☐	☐	☐
	17. Training, licences or tickets the job needs are listed in section 02 List them; no such task until trained.	☐	☐	☐
	18. Company safety policy and the worker's own safety duties read with the worker Cover before end of first shift; note on section 02.	☐	☐	☐
C	19. Canada federal: may refuse dangerous work and how to raise it; no reprisal	☐	☐	☐
C	20. US: may refuse in limited conditions; protected from retaliation (OSH Act)	☐	☐	☐
	21. Harassment and violence: how to report it and the site conduct rules Cover before end of first shift; note on section 02.	☐	☐	☐
	22. Canada federal: where Part II, COHSR and the hazard prevention program are kept Cover before end of first shift; note on section 02.	☐	☐	☐
C	23. Questions answered; worker explained back the emergency steps in own words	☐	☐	☐

Result	Yes	No
Orientation complete: every C item Yes or N/A No = the worker does not start work; finish the open items first.	☐	☐
Cleared to start the tasks listed below Yes = only those tasks, with the supervision written. Other tasks wait for the training on section 02.	☐	☐

Tasks permitted / supervision required

Tasks restricted until trained or assessed

Worker signature (received this orientation) **Date**

Trainer signature (gave this orientation) **Date**

Supervisor authorization **Date** **Follow-up check-in date**

NEW-WORKER SAFETY ORIENTATION

02 / Training evidence and follow-up

Record each skill, licence or training the job needs and the evidence. Attendance or a signature is not proof of competency. Keep this record at least 2 years after the worker stops being exposed to the hazards (Canada federal).

Task / skill / qualification	Evidence (record, demo, ticket #)	Result / remaining training	Assessor / date

Item / finding	Required action	Responsible person	Due date	Completion / verified by

Checks not completed / N/A reasons

Worker questions / additional notes

Follow-up check-in done (date)

Person responsible

Supervisor / authorized reviewer

NEW-WORKER SAFETY ORIENTATION

02 / Training evidence and follow-up (continued)

Site-specific additions

Add hazards and rules not covered above, for example lone work, shift changes, client or terminal access rules, harmful plants or animals, local environmental controls. Identify the supporting document and its revision.

Additional topic / local requirement	What was explained / shown	Covered (Yes / No / N/A)	Trainer / date

Attachments / procedure references / revisions