

New Employee Orientation Checklist

Use this as a starting point for your own training of new workers.

Employee name: _____

Position (tasks): _____

Date hired: _____ Date of orientation: _____

Person providing orientation (name and position): _____

Company name: _____

Topic	Initials (trainer)	Initials (worker)	Comments
1. Supervisor name: _____ Telephone #: _____			
2. Rights and responsibilities a) General duties of employers, workers, and supervisors			
b) Worker right to refuse unsafe work, and procedure for doing so			
c) Worker responsibility to report hazards, and procedure for doing so			
3. Workplace health and safety rules a) _____ b) _____ c) _____ d) _____			
4. Known hazards and how to deal with them a) _____ b) _____ c) _____ d) _____			
5. Safe work procedures for carrying out tasks a) _____ b) _____ c) _____ d) _____			

Topic	Initials (trainer)	Initials (worker)	Comments
6. Procedures for working alone or in isolation			
7. Measures to reduce the risk of violence in the workplace and procedures for dealing with violent situations			
8. Personal protective equipment (PPE) — what to use, when to use it, and where to find it a) _____ b) _____ c) _____ d) _____			
9. First aid a) First aid attendant name and contact information			
b) Locations of first aid kits and eye wash facilities			
c) How to report an illness, injury, or other accident (including near misses)			
10. Emergency procedures a) Locations of emergency exits and meeting points			
b) Locations of fire extinguishers and fire alarms			
c) How to use fire extinguishers			
d) What to do in an emergency situation			
11. Where applicable, basic contents of the occupational health and safety program			
12. Hazardous materials a) What hazardous materials are in the workplace			
b) Purpose and significance of hazard information on product labels			
c) Location, purpose and significance of material safety data sheets (MSDSs)			
d) How to handle, use, store, and dispose of hazardous materials safely			
e) Procedures for an emergency involving hazardous materials, including clean-up of spills			
13. Where applicable, contact information for the occupational health and safety committee or the worker health and safety representative			