New Hire Orientation

New hire orientations are to be completed within 72 hours of a new employee starting. Supervisors are to notify the Physical Plant Health and Safety Program 1 week prior to a new worker starting work to arrange for an orientation. Supervisors are to complete the Department Orientation Checklist, Personal Protective Equipment, and Specialized Training Requirements section.

Employee Information

Name: ___________________________  Employee Number: ___________________________  Start Date: ___________________________

Supervisor: ___________________________  Department: ___________________________  Position: ___________________________

☐ New Hire  ☐ Returning Employee  ☐ Change of Job or Area  ☐ Temporary/Seasonal Employee

Physical Plant Health and Safety Program Checklist

The Health and Safety Program’s orientation is to be completed within 72 hours of the new hire starting. It shall include, but not be limited to:

☐ New Worker Orientation Presentation  ☐ Physical Plant Health & Safety Policy  ☐ LASH Committee  ☐ Lab Safety  ☐ Hearing Conservation

☐ Environmental Health & Safety Office  ☐ Physical Plant Health & Safety Manual  ☐ Health & Safety Concerns  ☐ WHMIS  ☐ Musculoskeletal Injuries

☐ Worker’s Rights  ☐ Violence Policy  ☐ Incident/Injury Reporting  ☐ Hazardous Building Materials  ☐ Lock Out/Tag Out

☐ Right to Refuse Dangerous Work  ☐ Harassment Policy  ☐ Medical Aid & Facilities  ☐ Personal Protective Equipment  ☐ Job Hazard Assessment & Safe Job Procedures

☐ Working Alone/Isolation  ☐ Drug and Alcohol Policy  ☐ Emergency Procedures  ☐ Waste Management  ☐ COR Overview

Department Orientation Checklist

The hiring departments orientation is to be completed within 72 hours of the new hire starting. It shall include, but not be limited to:

☐ On-the-job Training Procedures  ☐ Location of First Aid Kit & Eyewash  ☐ Discipline Process  ☐ Communication - Radios, signals, etc.  ☐ ___________________________

☐ Equipment Operation/Inspection  ☐ Location of Health & Safety Manual  ☐ Attendance  ☐ Emergency Procedures  ☐ ___________________________

☐ Preventative Maintenance  ☐ Location of MSDS/SDS  ☐ Timesheets  ☐ Fire Extinguishers  ☐ ___________________________

☐ Lock Out/Tag Out  ☐ Location of Safety Bulletin Board  ☐ Toolbox Meetings  ☐ Muster Point  ☐ ___________________________

Personal Protective Equipment Requirements

The departmental manager/supervisor is to indicate any PPE the new hire may require, and that the proper inspection and care of PPE has been reviewed.

☐ Safety Footwear  ☐ Hi-Vis Apparel  ☐ Hard Hat  ☐ Hearing Protection  ☐ Protective Eyewear

☐ Review of Inspection & Care  ☐ ___________________________  ☐ ___________________________  ☐ ___________________________
New Hire Orientation

Specialized Training Requirements

The departmental manager/supervisor is to indicate any specialized training the new hire may require:

- [ ] Fall Protection
- [ ] Crane Certification
- [ ] Ladder Safety
- [ ] Excavator
- [ ] Dump Truck
- [ ] Confined Space Entry and Attendant
- [ ] Light Vehicle
- [ ] Flag Person Certification
- [ ] Transportation of Dangerous Goods
- [ ] Back Hoe
- [ ] Fork Lift Certification
- [ ] Hoists/Lifting Devices
- [ ] Front End Loader

Human Resources

Human resource items (payroll, parking, workstation, etc.) to be addressed by the confidential secretary and supervisor.

Signatures

I, _________________________________, acknowledge that by signing below I have read the Physical Plant Health and Safety Manual, in addition to receiving workplace training. I agree to follow all prescribed procedures and requirements outlined in both the manual and orientation.

Employee: _________________________________ Signature: ___________________________ Date: ________________

Supervisor: ______________________________ Signature: ___________________________ Date: ________________

Health & Safety Dept.: _____________________ Signature: ___________________________ Date: ________________

Please return completed form to the Health and Safety Program.