

## RiverWatch Worker Orientation Record

This checklist is to be used when training new workers on health and safety in our workplace.

Worker's Name: \_\_\_\_\_

Date of Hire: \_\_\_\_\_ Date of Orientation: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Orientation Topics Covered?	Yes	No
Rights of workers:		
<ul style="list-style-type: none"> <li>• Right to know</li> <li>• Right to participate</li> <li>• Right to refuse</li> </ul>	<input type="checkbox"/>   	<input type="checkbox"/>   
Company's health and safety policy	<input type="checkbox"/>	<input type="checkbox"/>
Health and safety responsibilities for each work site party	<input type="checkbox"/>	<input type="checkbox"/>
Health and safety rules	<input type="checkbox"/>	<input type="checkbox"/>
Site orientation	<input type="checkbox"/>	<input type="checkbox"/>
Review of hazards	<input type="checkbox"/>	<input type="checkbox"/>
How to report unsafe conditions and other health and safety concerns	<input type="checkbox"/>	<input type="checkbox"/>
How to report incidents	<input type="checkbox"/>	<input type="checkbox"/>
Workplace violence prevention plan	<input type="checkbox"/>	<input type="checkbox"/>
Harassment prevention plan	<input type="checkbox"/>	<input type="checkbox"/>
Emergency procedures		
<ul style="list-style-type: none"> <li>• Review the ERP</li> <li>• Location of fire exit(s) and fire extinguisher(s)</li> </ul>	<input type="checkbox"/>  	<input type="checkbox"/>  
How to get first aid treatment	<input type="checkbox"/>	<input type="checkbox"/>
Location of first aid kit(s)	<input type="checkbox"/>	<input type="checkbox"/>
WHMIS training (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Location of Safety Data Sheets (SDSs)	<input type="checkbox"/>	<input type="checkbox"/>
Use of personal protective equipment	<input type="checkbox"/>	<input type="checkbox"/>

Written work procedures (list them here):

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Other topics covered (list them here):

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Comments:

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Signature:

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Completion of this form does not indicate competency of workers. It may be used as a record that training has occurred.