



New Employee Orientation Checklist

MidSouthWest recommends that employers use an Orientation Checklist during the onboarding process to ensure that they deliver an orientation program that prepares employees for the risks and hazards of the workplace, and also to ensure that new employees get enough information to understand risks and hazards so that they can work safely.

- Discuss company-specific safety rules and an overview company health and wellness policy
- Ask about the health and safety training that the employee has previously taken
- Arrange any necessary health and safety or policy and procedural training that the employee requires
- Tour work areas to identify and discuss potential hazards with employee
- Show and explain emergency procedures such as first aid kits, eye wash stations, fire exits, fire extinguishers, and fire alarm pull boxes
- Review emergency evacuation plan
- Identify locations where hazards materials are used, stored and disposed of
- Review WHMIS 2015, including locations of safety data sheets (SDSs) and material labelling requirements
- Provide time for the employee complete emergency notification sheets and other HR documents
- Discuss reporting procedures for accidents and injuries
- Identify location of safety bulletin board
- Explain how employee can participate in the health and safety process, e.g., how to report hazards, Joint Health and Safety Committee
- Provide details of job-specific training and personal protective equipment requirements