

## SAFETY CHECKLIST

# New Worker Orientation Safety Checklist

A comprehensive onboarding safety tool ensuring every new worker receives critical safety information before they start work.

New Worker  
Orientation

OHSA

Worker Rights

PPE

Supervisor Tool

Onboarding

Under Ontario's OHSA, employers and supervisors have a duty to inform new workers of known hazards and ensure they are trained before starting work. This checklist guides supervisors through every required orientation topic — from worker rights to PPE — and provides a documented record of completion.

## Workplace Orientation

- Company health and safety policy explained
- Location of first aid station and names of trained first aid attendants provided
- Emergency procedures, assembly points, and evacuation routes reviewed
- Emergency contact procedures explained

## Worker Rights and Responsibilities

- Workers' three rights under the OHSA explained (Right to Know, Participate, Refuse)
- Right to refuse unsafe work and the process for doing so explained
- Responsibility to report hazards and incidents to a supervisor
- Importance of following all safety procedures emphasized
- Consequences of non-compliance discussed

## Hazard Identification and Safe Work Practices

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- Hazards specific to the worker's role identified and explained
- Proper work procedures demonstrated by supervisor
- Safe practices modeled — not just described
- Worker given opportunity to ask questions and seek clarification

## Personal Protective Equipment (PPE)

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- Types of PPE required for the role explained
- Proper use and care of PPE demonstrated
- Location for obtaining replacement PPE explained
- Importance of wearing PPE consistently reinforced

## Equipment, Tools, and Health and Safety Communication

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- Safe equipment operation procedures explained and demonstrated
- Required safety features and inspection procedures reviewed
- Maintenance responsibilities and prohibition on misuse communicated
- Where to find safety information, procedures, and SDS binders
- How to report hazards and incidents explained
- Worker encouraged to speak up — no reprisal for raising safety concerns

## Training Completion and 30-Day Follow-Up

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- Worker has received hands-on training in all relevant tasks
- Worker demonstrates understanding of key safety procedures
- Worker questions answered and addressed before starting work

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■ Training documented in worker file — date, topics, and supervisor signature

■ **30-Day Follow-Up:** Worker demonstrates safe work practices on the job

■ **30-Day Follow-Up:** No outstanding safety concerns identified

■ **30-Day Follow-Up:** Additional training required (note specifics if applicable)

***Orientation is not a box-checking exercise — it is your first and most important line of defence. A worker who is properly oriented on Day 1 is less likely to be injured on Day 30. Document it, sign it, and follow up.***