CALGARY SAFETY CONSULTANTS

New Worker Safety Orientation Checklist

For new, young, transferred and returning workers

How to use this checklist

Use this checklist for every new hire, transfer, returning worker, temporary or agency worker and young worker. Complete Part B before the worker arrives and Parts C1 to C6 before they start work. Cover Parts C7 and C8 before each new task, and finish the understanding check in Part E and the sign-off in Part H. Fill it in on screen or print it.

- **Tick two boxes per topic.** *Covered* means you explained or showed it. *Understood* means the worker answered a question or showed you, not just nodded.
- **Check your jurisdiction.** Part D lists the orientation rules for every province, territory and federal workplace. Add any topic your rules require.
- **Orientation is not competency.** Use the companion New Worker Follow-Up and Competency Record for the buddy, check-ins and task sign-offs.
- **Keep the signed copy.** Give the worker a copy and file the original where supervisors and auditors can find it.

Key terms

Term	What it means
Orientation	The information a worker needs about this workplace before starting: people, rights, rules, hazards, emergencies and reporting.
Training	Teaching a worker how to do a specific task safely. It builds on the orientation and often takes days or weeks.
Competency	Proof that a worker can do a task safely and consistently. Alberta defines competent as adequately qualified, suitably trained and with sufficient experience to work safely with minimal or no supervision.
New worker	Usually a worker new to the workplace, returning after hazards changed, moved to different hazards, or affected by a change in hazards.
Young worker	Under 25 in B.C. and under 19 under Yukon's code of practice. Check your jurisdiction and its employment standards.
Site-specific orientation	A briefing on what's different at a particular site: alarms, muster points, traffic routes, restricted areas and current hazards.

Part A: Worker details

Worker name | **Position / job title** | **Start date**

Supervisor | **Supervisor phone** | **Buddy / mentor**

Work site or location | **Department / crew** | **Employee number**

Worker type (tick all that apply)

- ☐ New hire
- ☐ Transfer or new task
- ☐ Returning after absence
- ☐ Temporary or agency
- ☐ Young worker
- ☐ Seasonal
- ☐ Student or volunteer
- ☐ Contractor (site orientation only)

Jurisdiction that applies

- ☐ Federal
- ☐ B.C.
- ☐ Alta.
- ☐ Sask.
- ☐ Man.
- ☐ Ont.
- ☐ Que.
- ☐ N.B.
- ☐ N.S.
- ☐ P.E.I.
- ☐ N.L.
- ☐ Y.T.
- ☐ N.W.T.
- ☐ Nvt.

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Part B: Before day one

- ☐ Supervisor and buddy named and told the start date.
- ☐ Orientation time booked as paid, planned work, with no production pressure.
- ☐ Job hazard analyses and safe work procedures for the position pulled and up to date.
- ☐ PPE ordered or issued, in the right sizes, with fit checks planned.
- ☐ Site access, keys, cards and any required tickets or certificates confirmed (first aid, WHMIS, equipment).
- ☐ Previous training records requested and verified, where you plan to rely on them.
- ☐ List of tasks the worker must not do until signed off prepared (see the Competency Record, Part C).
- ☐ For young workers: employment standards rules on age, hours and prohibited work checked.

Part C1: People and contacts

Topic	Covered	Understood	Date	Initials
Supervisor's name, contact information and when to go to them	☐	☐		
Buddy or mentor's name and how they'll work together	☐	☐		
Joint committee members or health and safety representative, and how to reach them	☐	☐		
First aid attendants and who to call after hours	☐	☐		
Who to call for help when working alone or at a remote site	☐	☐		

Part C2: Rights and responsibilities

Topic	Covered	Understood	Date	Initials
Right to know about hazards	☐	☐		
Right to participate, including raising concerns and committee or representative roles	☐	☐		
Right to refuse unsafe work, and the steps to follow	☐	☐		
Protection from reprisal for raising concerns or refusing in good faith	☐	☐		
Worker duties: follow procedures, use PPE, report hazards and injuries	☐	☐		
Supervisor and employer duties under your OHS law	☐	☐		

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Part C3: Rules and policies

Topic	Covered	Understood	Date	Initials
Health and safety policy and the company's commitment	☐	☐		
Site rules and critical rules (life-saving rules) and consequences	☐	☐		
Fitness for duty, impairment, fatigue and drug and alcohol policy	☐	☐		
Violence and harassment prevention policy and how to report	☐	☐		
Working alone or in isolation procedure and check-ins	☐	☐		
Smoking, eating, housekeeping and personal device rules	☐	☐		

Part C4: Hazards and controls

Topic	Covered	Understood	Date	Initials
Main hazards of this workplace and the controls in place	☐	☐		
Hazards of this position, from the job hazard analysis	☐	☐		
Risks from robbery, assault or confrontation (where relevant)	☐	☐		
Vehicle, mobile equipment and pedestrian routes	☐	☐		
Restricted or prohibited areas and permits (confined spaces, hot work, lockout)	☐	☐		
WHMIS: labels, safety data sheets and products the worker will use	☐	☐		
PPE required, how to wear, inspect, clean and replace it, and its limits	☐	☐		

Part C5: Emergencies and first aid

Topic	Covered	Understood	Date	Initials
Alarms and what each one means	☐	☐		
Evacuation routes, exits and muster points (walked, not just described)	☐	☐		
Fire extinguishers, eye wash, emergency showers and spill kits	☐	☐		
First aid kits, first aid room and how to summon first aid	☐	☐		
How to report injuries and illnesses, however minor	☐	☐		
Emergency response plan roles, including what this worker does	☐	☐		

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Part C6: Reporting

Topic	Covered	Understood	Date	Initials
How to report hazards, unsafe conditions and near misses	☐	☐		
How to report incidents, and what happens after a report	☐	☐		
Field-level hazard assessment or pre-job check used on this site	☐	☐		
Where safety information is posted (board, app, binder)	☐	☐		

Part C7: Site walk and site-specific orientation

Topic	Covered	Understood	Date	Initials
Site walk with the supervisor or buddy, pointing out major hazards	☐	☐		
Site-specific alarms, muster points and traffic plan	☐	☐		
Other employers or contractors on site and their hazards	☐	☐		
Current changes, construction or temporary hazards	☐	☐		

Part C8: Task instruction and demonstration

List each task the worker will do in the first weeks. Show the task, explain the hazards and controls, and let the worker try it under supervision. Task sign-off happens later, in the Competency Record.

Task	Procedure or JHA ref.	Demonstrated by	Date	Shown	Tried
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐

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Part D: Jurisdiction-specific orientation rules

Use this table to check that your orientation covers what your law requires. It's a summary only; check the current legislation.

Jurisdiction	Rule and timing	Topics to make sure you cover	Records
Federal (Canada Labour Code)	CLC s. 125(1)(q); COHSR s. 19.6. Training for each employee, shortly before a new activity or new hazard and when new hazard information becomes available.	Hazard prevention program, workplace hazards, duty to report, overview of the Act and Regulations, ergonomics.	Employee and employer acknowledge each training in writing; keep 2 years after exposure ends.
British Columbia	OHS Regulation ss. 3.22 to 3.25. Before a young (under 25) or new worker begins work.	All 13 topics in s. 3.23(2), including robbery, assault or confrontation, working alone, violence, WHMIS, committee contacts and a task demonstration.	Records of all orientation and training (s. 3.25). More training if observation shows unsafe work or the worker asks (s. 3.24).
Alberta	OHS Act s. 3. No set timing; workers aware of rights and duties and adequately trained; hazardous work by a competent worker or under direct supervision.	No list in law. Cover rights and duties, hazard assessment results and controls, and who the competent supervisor is.	No orientation-specific record rule. COR audits expect orientation and competency records.
Saskatchewan	OHS Regulations, 2020, s. 3-8. When a worker begins work or moves to different hazards.	Fire and emergency procedures, first aid location, prohibited or restricted areas, hazard precautions, required programs. Training time is paid work time.	Not required by s. 3-8; a signed record is recommended.
Manitoba	WSH Regulation s. 2.2.1. Before a new worker begins work.	Rights and responsibilities, supervisor contact, reporting unsafe conditions, right to refuse, committee contacts, policies and procedures, hazards and controls, first aid, emergencies, restricted areas.	Record of all orientations.
Ontario	OHSA s. 25(2)(a); O. Reg. 297/13. Worker awareness training as soon as practicable; supervisors within one week.	Awareness training topics are set by regulation. Workplace-specific hazards, procedures and emergency plans come from the employer.	Keep a record of awareness training completed by each worker and supervisor, and of any exemptions (O. Reg. 297/13 s. 4). Give written proof on request, including up to six months after the person leaves.
Quebec	Act respecting occupational health and safety, s. 51(9).	Inform the worker of the risks of the work and give appropriate training, assistance or supervision.	Not specified in s. 51(9); keep orientation and training records as good practice.
New Brunswick	OHS Act s. 8.2. Before a new employee begins work.	Supervisor contact, JHSC or representative contact, rights and duties including refusal, procedures and codes of practice, first aid, injury reporting, emergencies, PPE.	Keep at least 3 years (s. 8.2(5)).
Nova Scotia and PEI	General employer duties (PEI OHS Act s. 12(1)(c)).	Information, instruction, training and supervision; familiarity with hazards and safety equipment.	Programs for 20 or more workers cover training and supervision.
Newfoundland and Labrador	OHS Regulations, 2012, s. 12(1)(e).	The OHS program includes a plan for orienting and training workers and supervisors in workplace and job-specific safe work practices.	Program records.
Yukon	Young and New Workers Code of Practice (2022). Before a young (under 19) or new worker begins work.	Supervisor and committee contacts, first aid, injury reporting, emergencies, rights and duties, rules, hands-on task training with observation, hazards, WHMIS, PPE.	Records of all orientation and training.

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Jurisdiction	Rule and timing	Topics to make sure you cover	Records
Northwest Territories and Nunavut	NWT OHS Regulations s. 18 (Nunavut's are parallel). When a worker begins work at the work site or is moved to different hazards.	Fire or other emergency procedures, first aid supplies and facilities, prohibited or restricted areas, hazardous substances, site procedures, plans, policies and programs. Training time is paid work time (s. 18(3)).	No record rule in s. 18; WSCC expects training certificates and competency records.

Extra topics required in our jurisdiction or industry

Part E: Understanding check

Ask these questions at the end of the orientation. Write the worker's answer in a few words. If an answer is wrong or vague, go over it again and ask again. Tick OK only when the answer is right.

Question	Worker's answer	OK
Who is your supervisor, and how do you reach them?		☐
Where is your muster point, and what does each alarm mean?		☐
Where is the nearest first aid kit, and who do you call for first aid?		☐
What are your three rights?		☐
What would you do if you thought a job was unsafe?		☐
How do you report a hazard or a near miss?		☐
What PPE do you need for your job, and how do you check it?		☐
Which tasks are you not allowed to do yet?		☐
What are the two biggest hazards in your job, and how are they controlled?		☐
Who is your buddy, and when would you ask them for help?		☐

Result

- ☐ All answers correct
- ☐ Some topics repeated, then correct
- ☐ Further training needed (record in the Competency Record)

Part F: Contractors, temporary workers and visitors

- ☐ Contractors received a site orientation to emergency procedures, site rules, known hazards, permits and contacts before starting.
- ☐ The contractor's employer confirmed its workers are trained and competent for their own work.
- ☐ Temporary and agency workers received this full orientation, not just the agency's general training.
- ☐ Visitors and drivers were briefed on PPE, restricted areas, alarms and their escort.
- ☐ Students and volunteers were oriented as workers where your law treats them as workers.

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- [ ] A log records who received which orientation, when, and who delivered it.

Part G: Common orientation mistakes

- Treating a signature as proof of understanding or competency.
- Cramming everything into one long session on day one.
- Letting the worker start before the essentials are covered.
- Skipping experienced hires, transfers, contractors and temporary workers.
- Relying on generic online training without a workplace-specific orientation.
- No named buddy and no list of tasks the worker can't do yet.
- Never updating the orientation when equipment, sites or people change.

Part H: Sign-off and orientation record

Worker statement: I received the orientation recorded above. I had the chance to ask questions, I know who my supervisor and buddy are, and I know I can refuse work I believe is unsafe without reprisal. I will not do tasks I have not been trained and signed off for.

Worker name	Signature	Date

Orientation delivered by	Signature	Date

Supervisor	Signature	Date

Total orientation time (h)	Dates delivered	Record filed at

- [ ] Copy given to the worker.
- [ ] Follow-Up and Competency Record started, with buddy and check-in dates set.

Notes, follow-up items or topics to revisit

Want help? Calgary Safety Consultants helps employers build orientation programs, checklists and competency sign-offs, and offers a free online New Worker Safety Essentials course. Call 1-888-231-0358 or visit calgarysafetyconsultants.ca. Free guide: calgarysafetyconsultants.ca/safety-guides/safety-programs/new-worker-orientation/.

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