

Safety Orientation Checklist Supporting Documentation

Employee Name: _____ Branch: _____

Position Title: _____ First Day of Work: _____

Supervisor Name: _____

Orientation Provided By: _____ and _____

B. Position/Job Specific Health and Safety Training Requirements

5. List all Certifications “required” by Employee to perform work duties in a safe manner.

Certificates Required for Position (photocopy for records)	Expiry Date of certificates already held by employee	Attainment Date	Expiry Date:	Employee Initials

NOTE – File certificates in Employee Records -1110 (ARCS record management).

6. List all Safe Job Procedures/Safe Work Practices that Employee must be trained in to perform work duties in a safe manner.

Safe Job Procedure/Safe Work Practice Required for Position	Employee declared already trained in SJP/SWP AND confirmed by supervisor or delegate	Training Date: Theory	Training Date: Practical	Name and Initials of Trainer	Employee Initials

NOTE – File training information in Training and Development -1310 (ARCS record management).

7. Personal Protective Equipment or work equipment required by Employee to perform work duties in a safe manner.

Personal Protective Equipment Or Work Equipment	Provided by Employee	Date Provided by Employer	Date Replaced	Date Returned	Employee Initials

NOTE – File PPE related information (inspection, maintenance, etc.) in Equipment Care and Maintenance -0565 (ARCS record management).

C. Health and Safety Management

8. Overview of the Corporate Health and Safety Management System (HSMS) and Corporate Bank.

	Date	Employees Initials
• Direct to the Corporate Health and Safety Management System website http://www.healthandsafety.gov.yk.ca/		
• Direct to <i>TRAINING</i> calendar		
• Direct to <i>TEMPLATES</i> (incident reporting, inspection, etc.)		
• Direct to <i>NEWS & UPDATES</i>		

9. Department Health and Safety Management System.

	Date	Employee Initials
1. Structure, Responsibilities and Accountabilities		
Right to refuse unsafe work and procedure for doing so		
2. Joint Health & Safety Committees		
3. General Health & Safety Rules		
4. Hazard Identification, Assessment and Mitigation		
5. Safe Job Procedures/Safe Work Practices		
6. Personal Protective Equipment		
7. Preventative Maintenance		
8. Safety Orientation & Training		
9. Incident & Near Miss Investigating & Reporting		
10. Emergency Preparedness		
11. Records and Statistics		
12. Communication		
13. Monitor & Review for Continuous Improvement		
14.		

NOTE – File completed Safety Orientation Checklist form and Safety Orientation Checklist Supporting Documentation form in Training and Development -1310 (ARCS record management).