

Sample worker orientation checklist

Name of worker: _____

Date hired: _____

Supervisor: _____

Date of orientation: _____

Signature of worker: _____

Signature of supervisor: _____

Topics covered?	No	Additional information covered
Hazards in the workplace and in the worker's job and how to deal with those hazards		List hazards covered here:
What to do and who to see if they have a health and safety concern		Summarize procedure covered here:
Workplace requirements, including any health and safety procedures, plans, policies, and programs		List policies, plans, and programs covered here:
Safe work procedures		List safe work procedures here:
The use and limitations of any personal protective equipment (PPE) they must use		List any required PPE discussed here:
Location of fire exits and fire extinguishers		Summarize procedures for use here:
What to do if there is a fire or other emergency		Summarize procedure discussed here:
Location of first aid station		Summarize procedure here:

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Date hired: _____

Supervisor: _____

Date of orientation: _____

Signature of worker: _____

Signature of supervisor: _____

Topics covered?	Y	N	Additional information covered
What to do if they need first aid			
Any prohibited or restricted areas, tools, equipment, and machinery			List here:
WHMIS			
Location of MSDSs			
Name(s) of OHC members/rep:			
The worker's rights to know, participate, and refuse			Location of procedures worker is to follow for refusals:

Area(s) inspected: _____

Date and time: _____

Person(s) inspecting: _____

Sample inspection checklist

Item	Location	Condition	OK
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			Yes	No
Exits and entrances				
1. Evacuation routes clearly marked?				
2. Exit signs lit?				
3. Entrances clear and unblocked?				
4. Entrance stairs free of ice?				
5. Entrances well lit?				
Floors, tiles, and carpets				
1. Is carpeting clean and tight?				
2. Are floors clean and do they provide a good grip?				
3. Is flashing on carpets and stair tiles in good condition?				
4. Are floors free of obstructions and tripping hazards?				
5. Are areas that are more slippery than others clearly marked?				
6. Are carpets free of glue and other odours?				
Stairs and aisles				
1. Are aisles kept free of obstructions?				
2. Are they well lit?				

Sample inspection checklist				
Item	Location	Condition	OK	
			Yes	No
3. Are markings clear and visible?				
4. Are areas that are more slippery than others clearly marked?				
5. Are blind corners clearly marked?				
6. Are mirrors in place at blind corners so people can see oncoming traffic?				
7. Are mirrors intact, clean, and visible?				
8. Are aisles wide enough (at least one metre) for traffic?				
9. Is emergency lighting maintained?				
10. Are stair handrails in good condition and firmly attached?				
11. Is stair lighting in good condition?				
12. Are stair exits secured after hours?				
(...continued)				
Walls				
1. Are signs, bulletin boards, and fixtures firmly fastened?				
2. Are walls clean?				

Sample inspection checklist				
Item	Location	Condition	OK	
			Yes	No
Ladders and stock scaffolds				
1. Are ladders regularly inspected?				
2. Are they in good condition?				
3. Are workers trained to use them?				
4. Workers trained to use scaffolds?				
5. Scaffolds inspected before use?				
4. Scaffolds regularly maintained?				
5. Wheels locked when in use?				
6. Guardrails and handrails attached?				
Lighting				
1. Is lighting adequate in all areas?				
2. Is glare and contrast minimized?				
3. Is task lighting provided in areas of low light or high glare?				
4. Are windows covered with blinds, drapes, or other light control devices that workers can access?				

Sample inspection checklist

Item	Location	Condition	OK	
			Yes	No
5. Does work area emergency lighting work and is it adequate?				
Storage				
1. Are items stored on shelves properly?				
2. Are heavy objects stored on the bottom shelves or on the floor under shelves and not on top shelves?				
3. Does storage and work design minimize manual lifting?				
4. Is lifting/moving equipment used whenever possible instead of manual lifts?				
5. Is lifting/moving equipment available when needed?				
6. Are workers trained to use it?				
7. Are floors around shelves clear?				
8. Are racks and shelves maintained?				
9. Are floors dry and clean?				
Electrical				
1. Plugs, cords, and sockets in good condition?				

Sample inspection checklist

Item	Location	Condition	OK	
			Yes	No
2. Plug-ins where they are needed?				
(...continued)				
3. Extension cord use minimized?				
4. Access to plugs and sockets clear?				
5. Are cords secured?				
6. Are proper cords and plugs used?				
7. Are electrical tools in good repair?				
Equipment and machinery				
1. Well maintained?				
2. Inspected before each use?				
3. Workers trained to use properly?				
4. Lock out procedures in place?				
5. Safe work procedures used?				
6. Emergency stops clearly marked and working properly?				
7. Guards and safety devices				

Sample inspection checklist				
Item	Location	Condition	OK	
			Yes	No
maintained and working properly?				
8. Workspace adequate?				
9. Enough workspace?				
10. Noise controlled?				
11. Fumes and exhaust controlled?				
12. Lighting adequate in all areas?				
Chairs				
1. Ergonomic chairs for all work requiring repetitive motions?				
2. Chairs suitable for each worker?				
3. Chairs readily adjustable?				
4. Properly adjusted by workers?				
5. Workers trained to use?				
6. Maintained and kept clean?				
Computers				

Sample inspection checklist

Item	Location	Condition	OK	
			Yes	No
1. Ergonomic workstations used?				
2. Properly adjusted?				
3. Suitably lit?				
4. Screen image stable and clearly visible?				
5. Workers trained to adjust?				
Fire safety				
1. Fire extinguishers/hoses maintained and tested this year?				
2. Fire extinguishers on walls visible and clearly marked?				
3. Workers trained to use?				
4. Refresher training given?				
5. Emergency routes clearly marked?				
6. Emergency exits clear?				
(...continued)				
7. Combustibles stored properly?				
8. Chemical and biological				

Sample inspection checklist				
Item	Location	Condition	OK	
			Yes	No
substances stored properly?				
9. Fire drills held every six months?				
10. Emergency numbers and fire marshals clearly identified?				
11. Electrical devices of staff in good condition?				
12. Will space heaters shut off if tipped over?				
13. Alarms maintained and tested this year?				
First aid				
1. Are first aid kits checked every month?				
2. Are they clearly marked and readily available?				
3. Do workers know where to go and who to see if they need first aid?				
4. Are the certificates of our first aiders kept valid?				
5. Is the number of the local ambulance/emergency response agency clearly visible?				
6. Are WCB and accident forms readily available?				
Garbage				

Sample inspection checklist

Item	Location	Condition	OK	
			Yes	No
1. Workers trained to safely handle garbage?				
2. Bins at suitable points?				
3. Bins kept away from air intakes?				
4. Bins secured?				
5. Flammables kept in proper bins?				
6. Bins emptied each week?				
Hazardous materials				
1. Workers trained in WHMIS?				
2. MSDSs readily available?				
3. Container markings suitable, clear and visible?				
4. Safe work procedures used?				
5. Materials safely disposed of?				
Work environment				
1. Air quality good?				

Sample inspection checklist				
Item	Location	Condition	OK	
			Yes	No
2. General ventilation checked each year?				
(...continued)				
3. Local ventilation systems maintained this year?				
4. Workers protected from drafts and sudden increases or decreases in temperature?				
5. Workers protected from excessive noise?				
Parking				
1. Lot kept free of ice and snow?				
2. Well lit?				
3. Workers encouraged to use buddy system when accessing after hours?				
4. Speed limit posted?				
Personal protective equipment				
1. Workers trained to use?				
2. Workers know limitations of use?				

Sample inspection checklist

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Sample inspection checklist

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