

# New Hire H&S Orientation Checklist

## Introduction

This Health and Safety Orientation Checklist was developed by the health and safety team at go2HR as a template for implementing an adequate Health and Safety Orientation for new hires, specifically in a tourism and hospitality setting. It is customizable and adaptable to fit your unique workplace. This checklist includes topics that are legally required to be covered, as well as industry best practices.

## Workplace Responsibilities for Health and Safety Training

As an employer in British Columbia, you have the legal responsibility to train new and young workers on their responsibilities, hazards in the workplace, safe work procedures and what to do in an emergency. You have the ongoing duty to ensure all applicable requirements and industry standards are met.

Managers, supervisors, and workers all share responsibilities for workplace health and safety training as well. Those obligations can be explored by visiting this [WorkSafeBC webpage](#).

## How to Use this Checklist

This checklist has been created in Word document format so you can make edits as you see fit. For example, you can add site specific information or delete sections or examples that do not apply to your business. You may decide to use this template and make multiple checklists depending on your organizational framework (i.e. different job titles, or departments).

*Blue italicized* content on the checklist refers to common examples of health and safety information that is typically covered during an orientation. If this information does not apply in your setting, please delete it.

*Red italicized* content on the checklist refers to site specific information. Please delete the red text and input your workplace specifics, in order to personalize this checklist to reflect your business.

Once edits are done, delete this introduction page and finalize your document. Retain copies of each person's completed form as a record of orientation.

## Additional Resources

Resource pages for each sector that include employer guides, templates, videos, and worker handouts for various safety topics: [Restaurants](#), [Hotel & Accommodation](#), and [Ski Areas](#).

HR Toolkit including information and resources on recruitment, onboarding, on-the-job, and departure: [click here](#).

## New Hire H&S Orientation Checklist *(for Tourism & Hospitality)*

Employee Name & Position: \_\_\_\_\_

H&S Orientation Date: \_\_\_\_\_

Orientation Given By: \_\_\_\_\_

Category	Topic	☑
VIP Contact Information	<b>Supervisor Name and Contact Information</b> <i>&lt;enter Supervisor Name and Contact Information&gt;</i>	
	<b>JHSC/Worker Health &amp; Safety Representative Name and Contact Information</b> <i>&lt;enter JHSC/Worker H&amp;S Rep Name and Contact Information&gt;</i>	
	<b>First Aid Attendant Name and Contact Information</b> <i>&lt;enter First Aid Attendant Name and Contact Information&gt;</i>	
Rights & Responsibilities	<b>Responsibilities of:</b> <b>Owner:</b> <ul style="list-style-type: none"> <li>- <i>develop and maintain the health and safety program that meets legal requirements, support managers, supervisors and works with what they need to fulfill their H&amp;S duties</i></li> <li>- <i>&lt;add other identified responsibilities&gt;</i></li> </ul> <b>Manager:</b> <ul style="list-style-type: none"> <li>- <i>implement safety program, ensure appropriate training is being executed, support supervisors and workers with what they need to fulfill their H&amp;S duties</i></li> <li>- <i>&lt;add other identified responsibilities&gt;</i></li> </ul> <b>Supervisor:</b> <ul style="list-style-type: none"> <li>- <i>ensure the health and safety of workers under your supervision, know and comply with applicable legal requirements for work under your supervision, ensure appropriate PPE is being used inspected and maintained properly</i></li> <li>- <i>&lt;add other identified responsibilities&gt;</i></li> </ul> <b>Worker:</b> <ul style="list-style-type: none"> <li>- <i>be alert to and report hazards immediately, follow safe work practices, use appropriate PPE, arrive at work fit to work</i></li> <li>- <i>&lt;add other identified responsibilities&gt;</i></li> </ul> <b>Worker Rights</b> <ul style="list-style-type: none"> <li>- Right to Know about Hazards in the Workplace</li> <li>- Right to Refuse Unsafe Work</li> <li>- Right to Participate in Health &amp; Safety Activities</li> </ul>	
Workplace H&S Rules	<b>General:</b> <ul style="list-style-type: none"> <li>- <i>no staff member walks to their car alone after 9 pm, do not participate in bullying and harassment towards other staff, no running in the hallways, appropriate PPE must always be worn</i></li> <li>- <i>&lt;add other identified rules applicable to the workers using this checklist&gt;</i></li> </ul>	
Known Hazards	<b>General:</b> <ul style="list-style-type: none"> <li>- <i>Communicable diseases, challenging guests, chemical hazards, slippery walkways</i></li> <li>- <i>&lt;add other identified hazards applicable to the workers using this checklist; remember to think physical, mental, etc.&gt;</i></li> </ul>	
Safe Work Procedures	<b>General:</b> <ul style="list-style-type: none"> <li>- <i>Preventing slips, trips and falls, lifting safely, handling garbage, using ladders</i></li> <li>- <i>&lt;add other identified Safe Work Procedures applicable to the workers using this checklist&gt;</i></li> </ul>	
Workplace Incident & Injury Procedure	<b>First Aid Steps:</b> <b>1. &lt;list steps to follow to obtain first aid&gt;</b> <b>Emergency Procedures:</b> <ul style="list-style-type: none"> <li>- <i>&lt;add emergency procedures information for applicable emergencies like fire, earthquake, flood, evacuation, bomb, tsunami, landslide, etc.&gt;</i></li> </ul> <b>Emergency Equipment Locations:</b> <ul style="list-style-type: none"> <li>- <i>&lt;add first aid kit locations&gt;</i></li> <li>- <i>&lt;add eye wash station locations&gt;</i></li> <li>- <i>&lt;add fire extinguisher/suppression locations&gt;</i></li> <li>- <i>&lt;add emergency exit locations and muster station points&gt;</i></li> </ul> <b>Incident Reporting Steps:</b> <b>1. &lt;list steps to follow when reporting a workplace incident&gt;</b>	

<b>Personal Protective Equipment (PPE)</b>	<b>General:</b> <ul style="list-style-type: none"> <li>- <i>Kit for disposing of used sharps (tongs, gloves, sharps bin, etc.), gloves, goggles, aprons, non-slip footwear, masks, hearing protection</i></li> <li>- <i>&lt;add other identified PPE applicable to the workers using this checklist&gt;</i></li> </ul>	
<b>Working Alone</b>	<i>&lt;List the procedures for if/when the worker is alone&gt;</i> <ul style="list-style-type: none"> <li>- <i>for example: during opening or closing, working the overnight shift, taking the garbage out, security walk-arounds, solo tasks like cleaning rooms or bathrooms, checking trails or paths, etc.</i></li> </ul>	
<b>WHMIS 2015</b>	<i>&lt;List the information for your WHMIS 2015 program&gt;</i> <ul style="list-style-type: none"> <li>- <i>for example: types of chemicals found (hazard symbols), how to use, how to read a label, SDS binder location(s), emergency procedures, etc.</i></li> </ul> <b>Do not work with the product, unless you can answer the following four questions:</b> <ul style="list-style-type: none"> <li>- Where can I obtain more information?</li> <li>- What are the hazards of the product?</li> <li>- How do I protect myself?</li> <li>- What should I do in case of an emergency?</li> </ul>	
<b>Bullying &amp; Harassment Prevention</b>	<i>&lt;List the information for your bullying &amp; harassment prevention program&gt;</i> <ul style="list-style-type: none"> <li>- <i>for example: policy statement/overview of program, what is considered bullying and harassment, worker responsibilities, disclosing and reporting procedures, investigation procedures, etc.</i></li> <li>- <i>note: this pertains to worker on worker bullying and harassment</i></li> </ul>	
<b>Violence in the Workplace Prevention</b>	<i>&lt;List the information for your violence in the workplace prevention program&gt;</i> <ul style="list-style-type: none"> <li>- <i>for example: policy statement/overview of program, what is considered violence in the workplace, worker responsibilities, de-escalation techniques, reporting &amp; investigation procedures, etc.</i></li> <li>- <i>note: this pertains to harassment and violence presented by visitors or patrons</i></li> </ul>	
<b>JHSC/Worker H&amp;S Representation</b>	<i>&lt;List the information for your Joint Health and Safety Committee (20+ employees), or Worker Health and Safety Representative (10-19 employees), if applicable&gt;</i> <ul style="list-style-type: none"> <li>- <i>for example: what the goals of the committee/rep are, what activities/responsibilities they have, who they are, and how they can be reached</i></li> </ul>	
<b>&lt;Other&gt;</b>	<i>&lt;List any other health and safety specific information that is covered as part of this orientation&gt;</i>	

### Orientation Acknowledgement

By signing below, I \_\_\_\_\_ declare that I have received orientation on the topics listed above. I believe I have been adequately oriented to:

- the contact information for workplace VIP's,
- my workplace H&S rights and responsibilities,
- the hazards associated with my job tasks,
- the safe work procedures and workplace rules I am to follow,
- the workplace first and emergency procedures (including the location of necessary supplies and equipment),
- the information on applicable PPE including location, use and maintenance, and
- the information on various workplace safety topics such as working alone, WHMIS 2015, bullying and harassment and violence in the workplace.

Employee Signature: \_\_\_\_\_

*Once complete, submit this checklist to your supervisor or manager who will add it in your employee file.*