



SAFETY ORIENTATION CHECKLIST

Placement Employer: This checklist may be used to document health and safety orientation provided to a student(s) prior to exposure to any hazards in your workplace. This checklist, or another format documenting orientation, must be returned to the Brock University Practicum Coordinator.

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|---|------------|-------|--|
| Student Name: | | | |
| Organization Name: | | | |
| COMPLETE DURING ORIENTATION | ✓ | | |
| Name and contact information for immediate supervisor and Joint Health and Safety Committee representative (JHSC) or Safety Representative | | | |
| Worker/supervisor rights and responsibilities | | | |
| Safe work procedures and operation of equipment | | | |
| Use of Personal Protective Equipment (PPE) | | | |
| Identification of restricted or prohibited areas, tools, equipment and machinery | | | |
| Hazards in the workplace that may affect the student, how they're controlled and how to deal with them | | | |
| What to do and who to see if the student has a safety concern | | | |
| What to do when there is a fire or other emergency (e.g., evacuation procedures) | | | |
| Location of fire exits and fire extinguishers | | | |
| Location of the first aid supplies, equipment, facilities: | | | |
| <ul style="list-style-type: none"> ▪ Names of staff responsible for first aid ▪ How to record first aid treatment | | | |
| Procedures for reporting accidents and injuries | | | |
| Workplace Hazardous Materials Information System (WHMIS) | | | |
| Workplace policies and procedures on, but not limited to: | | | |
| <ul style="list-style-type: none"> ▪ Workplace Harassment ▪ Violence prevention ▪ Working in isolation ▪ Smoking/Drinking/Substance abuse | | | |
| Location of other important information | | | |
| <ul style="list-style-type: none"> ▪ Materials Safety Data Sheet (MSDS) ▪ Joint Health & Safety Committee Minutes ▪ Instructions for safe operation of each piece of equipment (if applicable) ▪ Important telephone numbers ▪ Health & safety bulletin board | | | |
| <ul style="list-style-type: none"> ▪ <i>Other hazards covered during orientation should be documented and attached on an additional sheet.</i> ▪ <i>One Checklist may be used to document group student orientation sessions, however an additional sign-in sheet including student names and signatures must be attached to the Checklist.</i> | | | |
| Supervisor Name: | Signature: | Date: | |
| Student Signature: | | Date: | |