

APPRENTICESHIP A20, B20, A30 & B30 EMPLOYER HEALTH AND SAFETY ORIENTATION CHECKLIST

Employers are requested to cover the following health and safety guidelines in the student's orientation.

Name of immediate supervisor and OHC member (or health and safety rep)		
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 are 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 		
<ul style="list-style-type: none"> How to record first aid treatment 		
Procedures for reporting accidents and injuries		

Workplace Hazardous Materials Information System (WHMIS)		
Workplace policies and procedures on:		
<ul style="list-style-type: none"> Harassment 		
<ul style="list-style-type: none"> Violence prevention 		
<ul style="list-style-type: none"> Working in isolation 		
<ul style="list-style-type: none"> Smoking 		

Location of other important information		
<ul style="list-style-type: none"> Materials Safety Data Sheet (MSDS) 		
<ul style="list-style-type: none"> Occupational Health and Safety Committee Minutes 		
<ul style="list-style-type: none"> Instructions for safe operation of each piece of equipment (if applicable) 		
<ul style="list-style-type: none"> Important telephone numbers 		

Student's Signature: _____ Date: _____

Employer's Signature: _____ Date: _____