

Worker Orientation Checklist for Health Care

To be completed by the supervisor/employer

Complete and document a new worker orientation if a worker is:

- New to the organization or the workplace
- Returning to a workplace where the hazards have changed during his/her absence
- Affected by a change in workplace hazards

Employee's name and position:

Date work starts:

Date of orientation:

Supervisor's name:

Contact information:

Joint health and safety committee members (or worker health and safety representative):

Worker rights and responsibilities

You have the right to:

- A safe work environment
- Health and safety information, training, and supervision
- Safety equipment (for example, patient lifts, safety engineered sharps, personal protective equipment)
- Representation and participation in health and safety activities
- A workplace free of bullying and harassment

You have the responsibility to:

- Follow safe work procedures and safety rules

- Use safety equipment appropriately
- Report hazards and unsafe situations to your supervisor
- Seek first aid, and report injury, disease, or a "near miss" immediately
- Co-operate with the joint committee or anyone working to improve health and safety
- Not engage in bullying and harassment
- Ensure that your ability to work safely is not impaired
- Refuse any task you believe poses an unnecessary risk of injury, using the process set out in section 3.12 of the Occupational Health and Safety Regulation

Employer responsibilities

Your employer has the responsibility to:

- Ensure your health and safety
- Inform you of hazards that you are likely to encounter, and how to minimize your risk
- Establish an occupational health and safety program
- Consult with the joint committee or worker health and safety representative
- Ensure that you are properly trained, educated, and supervised to protect your health and safety
- Inspect the workplace regularly to correct unsafe conditions
- Provide and maintain all required safety equipment
- Provide first aid if you are injured
- Investigate reports of injury, disease, and unsafe conditions
- Ensure that you have access to a copy of the *Workers Compensation Act* and the *Occupational Health and Safety Regulation*

Note: Collective agreements for unionized workplaces may contain additional requirements beyond those of the Act and the Regulation.

Workplace hazards, safety policies, procedures, and practices to discuss

- Overexertion from patient and material handling
 - Accessing patient mobility assessments
 - Safe patient handling techniques, including manual lifting restrictions
 - Use of patient lift equipment, including sling selection
 - Safe material handling practices
- Slipping, tripping, and falling
 - Identifying high risk areas (for example, hallways, bathrooms, parking lots, sidewalks, stairs)
 - Keeping areas clean and organized
 - Cleaning up or reporting spills and leaks

- Violence (including aggression)
 - Methods of sharing information about patients (for example, known risk, successful strategies)
 - Expected response to violent behaviour, including when to get out and how to call for help
- Working alone or in isolation
 - Check-in procedure
- Bullying and harassment
 - Organizational policy and reporting procedure
- Driving
 - Policies, including those for driving patients or clients
- Exposures
 - Blood and body fluids (BBF) and infectious diseases (for example, HIV/AIDS, hepatitis, TB)
 - Routine practices, including personal protective equipment, aseptic technique, and handwashing
 - Vaccination requirements
 - Fit testing of respiratory protection
 - Use of safety-engineered sharps (for example, needles, scalpels, lancets)
 - What to do if exposed to BBF (for example, get to a hospital within two hours of being stuck by a needle)
 - Chemical hazards (for example, cytotoxic drugs, anesthetic gases, latex, cleaning products)
 - Safe work practices
 - Workplace Hazardous Materials Information System (WHMIS)
 - Radiation
 - Sources
 - Protective measures and monitoring
 - Tobacco smoke
 - Rules for clients and staff, including designated smoking areas

Procedure for reporting unsafe conditions

Other: _____

Note: Demonstrations may be needed during the orientation when reviewing this section. Any additional required training should be noted for future reference.

Emergency procedures

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| <input type="checkbox"/> First aid <ul style="list-style-type: none">• Identification of the first aid attendant(s) and how to contact them• Location of first aid services | <input type="checkbox"/> Emergencies (for example, fire, power outage, flood, community disaster, chemical spill) <ul style="list-style-type: none">• How and when to get help• Other actions to take• Evacuation procedures and practice drills |
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Signatures

Worker name (please print)	Worker signature	Date
Supervisor/employer name (please print)	Supervisor/employer signature	Date

Resources	
Workers Compensation Act <ul style="list-style-type: none">• Sections 115–124 (General Duties of Employers, Workers and Others)	Occupational Health and Safety Regulation <ul style="list-style-type: none">• Sections 3.22–3.25 (Young or New Workers)• Sections 3.12–3.13 (Refusal of Unsafe Work)