Health and safety orientations are required under the BC Occupational Health and Safety Regulations. For companies that do not already have a health and safety orientation system in place, the New Worker Orientation Form could provide assistance. This form is to be completed before a new employee commences work on your site. Please complete all sections that are applicable to your company and worksite activities.

This form must be signed and dated by the individual responsible for the orientation and the new worker who has received the orientation. Once signed, maintain the original copy of the New Worker Orientation Form as documentation.

<table>
<thead>
<tr>
<th>New Employee</th>
<th>Transferred</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Birth Date:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drivers License Required:</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

**COMPANY ORIENTATION**

**GENERAL –** This section to be completed during the corporate orientation session

- Safety Program
- Health and Safety Policy
- Responsibilities
- Worker Rights
- General Safety Rules
- Drug & Alcohol Policy
- Disciplinary Process
- Hazard Awareness
- Reporting Procedures
- Preventative Maintenance
- Ask for Instruction
- Training
- Personal Protective Equipment
- Hearing Conservation
- Violence in the Workplace
- Ergonomics
- Drivers Program
- WHMIS
- Equipment Operation
- Workplace Inspections
- Accident Investigations
- First Aid
- Emergency Procedures
- Safety Committee
- Safety Meetings
- WorkSafeBC Claim Process
- Facility Walkthrough
- Supervisor Contact Info
- Incident Reporting
- WorkSafeBC Regulations
- Bulletin Board
- First Aid
- Tool Area
- Attendance
- Smoking
- Safety Committee
- Emergency Exits
- Muster Points
- Fire Extinguishers
- MSDS Location
- Housekeeping

**SUPERVISOR/FOREMAN SECTION**

To Supervisors: Please ensure that your new employee has been oriented and instructed (with demonstration when necessary) on all topics that are applicable for your site. Site orientation items can be found below in checklist form. Blank spaces have been provided so that you may include additional items that are appropriate to your site and your employees’ responsibilities.

**Site Orientation**

This section to be completed by employee’s supervisor

- Facility Walkthrough
- Supervisor Contact Info
- Incident Reporting
- WorkSafeBC Regulations
- Bulletin Board
- First Aid
- Tool Area
- Attendance
- Smoking
- Safety Committee
- Emergency Exits
- Muster Points
- Fire Extinguishers
- MSDS Location
- Housekeeping

Raising Awareness, Reducing Injuries

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**SITE ORIENTATION (CONTINUED)**

**Safe Work Procedures**

| Excavations | 3 Point Contact |
| Confined Space | Manual Lifting |
| Fall Protection |  |
| Lockout |  |
| Hoisting and Lifting |  |
| Working Alone |  |

The following section is to assist Supervisors in identifying the required authorization / training prior to a new employee using any equipment. All equipment orientation and training performed must be recorded and maintained as documentation.

**SITE EQUIPMENT AUTHORIZATION AND TRAINING IDENTIFICATION**

Identify all required training

| Confined Space | Excavator | Loader |  |
| Fall Protection | Forklift | Light Vehicles |  |
| TDG | Cranes | Roller |  |
| First Aid | Trailer Towing | Compressor |  |
| WHMIS | Power Tools | Paving Machine |  |
| Traffic Control | Dump Truck |  |  |
| Backhoe | Hoists / Lifting Devices |  |  |

**EQUIPMENT AUTHORIZATION AND TRAINING IS THE RESPONSIBILITY OF THE SITE SUPERVISOR**

**Supervisor Comments:**

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

□ N/A Identified Field Partner: ___________________ Division: ___________________

The identified field partner is used to ensure an employee is oriented during their exposure to fieldwork. Field partners must ensure a new employee does not attempt to perform tasks they have not been authorized or trained to do so. If this is not necessary, check N/A.

I have been instructed and understand the foregoing information.

Employee Signature: ___________________ Date: ___________________

I have instructed the foregoing information with the above employee and believe that he or she has a reasonable understanding of the information.

Orientator’s Signature: ___________________ Date: ___________________

Supervisor Signature: ___________________ Date: ___________________

**SITE ORIENTATION MUST BE COMPLETED PRIOR TO COMMENCING WORK**

Original Copy to Be Signed and Maintained as Documentation