



### New Employee Checklist

<b>Employee Name:</b>			
<b>Position (tasks):</b>			
<b>Date Hired:</b>		<b>Date of Orientation:</b>	
<b>Person providing orientation (name and position):</b>			
Topic	Initials (Trainer)	Initials (Employee)	Comments
Superintendent, Principal and/or Supervisor's name and contact provided			
Safety and Health Committee or the worker safety and health representative name(s) and contact numbers if applicable (designate for principal in some cases)			
<b>Rights and responsibilities</b>			
General duties of employers, employee's and supervisors (Principal or designate)	<b>SEPTEMBER STAFF MEETING</b>		
Employees right to know, participate and refuse unsafe work and right to protection from discrimination (website info)			
<b>Workplace Health and Safety policies (Divisional procedures)</b>			
Ex: working alone or in isolation, violence and harassment prevention, , incident investigation, reporting hazards and injuries, etc.	<b>SEPTEMBER STAFF MEETING</b>		
<b>Contents of Workplace Health and Safety program (if 20 or more employees)</b>			
Ex: Safety and health policy, hazard identification, inspection schedule, training plan, etc.	<b>SEPTEMBER STAFF MEETING</b>		



Topic	Initials (Trainer)	Initials (Employee)	Comments
<b>Documented safe work procedures (job/task specific)</b>			
ex: machinery, equipment, tools, ladders, chemicals, lockout, musculoskeletal injuries, etc. (K drive)			
<b>First aid</b>			
First aid contact information			
Locations of first aid kits, AED's, and eyewash stations.			
How to report an illness, injury, or other accident (including near-miss and dangerous occurrences)			
<b>Emergency Procedures</b>			
Locations of emergency exits and meeting points	<b>OCTOBER STAFF MEETING</b>		
Locations of fire extinguishers and fire alarms			
What to do in an emergency situation			
Emergency contact (numbers)			
<b>Workplace Safety and Health/Accessibility Standards</b>			
Familiarize the new employee with assistive devices within the school, and student specific adapted education plans Examples: FM systems	<b>JANUARY STAFF MEETING</b>		
View the video regarding Accessibility and Customer Service Standards entitled "Accessibility is good for Everyone" AP:226 <a href="https://accessibilitymb.ca/online-training.html">https://accessibilitymb.ca/online-training.html</a>	<b>SEPTEMBER STAFF MEETING</b>		
Review Customer Services Standards AP:215	<b>SEPTEMBER STAFF MEETING</b>		
Review Employment Standards AP: 228	<b>APRIL STAFF MEETING</b>		
Review SVSD Notice of Accessibility Issue Form			



Topic	Initials (Trainer)	Initials (Employee)	Comments
<b>Hazardous materials and WHMIS training (workplace and product specific)</b>			
Purpose and significance of hazard information on product labels			<b>WHMIS training to be completed this school year</b>
Location, purpose and significance of safety data sheets (SDS)			
How to handle, use, store and dispose of hazardous materials safely(will take WHMIS training this year)			
Procedures for an emergency involving hazardous materials, including clean-up of spills (procedure)			

I (print your name) \_\_\_\_\_ have read and understand all of the above-mentioned information provided to me by the Swan Valley School Division.

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_ / 20\_\_\_\_

Manager/ Supervisor \_\_\_\_\_ Date: \_\_\_\_\_ / 20\_\_\_\_