NEW EMPLOYEE CHECKLIST

Employee Name:			
Position (tasks):			
Date Hired:	**Date of Orientation:** / /		
Person providing orientation (Name and Position):			
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)			
RIGHTS AND RESPONSIBILITIES			
General duties of employers, employees and supervisors (Principal or Designate)	**SEPTEMBER STAFF MEETING**		
Employees' right to know, participate and refuse unsafe work and right to protection from discrimination (Website Info)			
WORKPLACE HEALTH AND SAFETY POLICIES (DIVISIONAL PROCEDURES)			
Ex: working alone or in isolation, violence and harassment prevention, incident investigation, reporting hazards and injuries, etc.	**SEPTEMBER STAFF MEETING**		
CONTENTS OF WORKPLACE HEALTH AND SAFETY PROGRAM (IF 20 OR MORE EMPLOYEES)			
Ex: Safety and health policy, hazard identification, inspection schedule, training plan, etc.	**SEPTEMBER STAFF MEETING**		
TOPIC	**INITIALS TRAINER**	**INITIALS EMPLOYEE**	**COMMENTS**
DOCUMENTED SAFE WORK PROCEDURES (JOB/TASK SPECIFIC)			
Ex: Machinery, equipment, tools, ladders, chemicals, lockout, musculoskeletal injuries, etc. (K drive)			
FIRST AID			
First Aid Contract Information			

TOPIC	INITIALS TRAINER	INITIALS EMPLOYEE	COMMENTS
Locations of first aid kits, AEDs, and eyewash stations.			
How to report an illness, injury, or other accident (including near-miss and dangerous occurrences)			
EMERGENCY PROCEDURES			
Locations of emergency exits and meeting points	**OCTOBER STAFF MEETING**		
Locations of fire extinguishers and alarms.			
What to do in an emergency situation			
Emergency contact and numbers			
WORKPLACE SAFETY AND HEALTH/ACCESSIBILITY STANDARDS			
Familiarize the new employee with assistive devices within the school, and student-specific adapted education plans. Examples: FM systems	**JANUARY STAFF MEETING**		
View the video regarding Accessibility and Customer Service Standards entitled "Accessibility is good for Everyone" AP:226 https://accessibilitymb.ca/online-training.html	**SEPTEMBER STAFF MEETING**		
Review AP 215: Customer Services Standards	**SEPTEMBER STAFF MEETING**		
Review AP228: Employment Standards	**JANUARY STAFF MEETING**		
Review SVSD Notice of Accessibility Issue Form			
HAZARDOUS MATERIALS AND WHMIS TRAINING (WORKPLACE AND PRODUCT SPECIFIC)			
Purpose and significance of hazard information on product labels			
Location, purpose and significance of safety data sheets (SDS)			
How to handle, use, store and dispose of hazardous materials safely			
Procedures for an emergency involving hazardous materials, including clean-up of spills (procedure)			

I _____, have read and understand all of the above-mentioned information provided to me by the Swan Valley School Division.

Employee Signature: _____ Date: _____

Manager/ Supervisor: _____ Date: _____