

A. NEW EMPLOYEE INFORMATION			
EMPLOYEE NAME:			
SCHOOL:			
DATE HIRED :	Click here to enter a date.	DATE OF ORIENTATION:	Click here to enter a date.

REASON FOR ORIENTATION:	
<input type="checkbox"/>	Worker is new to the school division
<input type="checkbox"/>	Worker has moved to another area of the workplace with different processes/hazards
<input type="checkbox"/>	Worker is relocated by an employer to a different school with different processes/hazards
<input type="checkbox"/>	Worker is returning to the workplace, (LOA, family leave, etc.) and processes/hazards have changed while the worker was away
<input type="checkbox"/>	Employee has watched the worksite orientation video?
<input type="checkbox"/>	Employee has completed the worksite orientation quiz?

B. SCHOOL SPECIFIC SAFETY INFORMATION	√ All that apply n/a If not applicable	COMMENTS
1. Supervisor name and contact number provided		
2. Building Tour <ul style="list-style-type: none"> S&H Committee Bulletin board Location(s) of first aid kit(s) and eye wash facilities Locations of emergency exits and muster site. Locations of fire extinguishers and fire alarms. 		
3. What to do in an emergency (fire, evacuation, lockdown, hold & secure, shelter in place, bomb threat, tornado, chemical spill, working alone), including a copy of the school emergency plan.		
4. Prohibited or restricted areas or activities in the school. E.g., Crawl spaces, roof areas, custodial rooms, construction areas, etc.		
5. Personal protective equipment (PPE). Please specify what was provided.		

C. SIGNATURES			
<p>I acknowledge that I have received instruction in the item(s) identified and understand the expectations to comply with the Pembina Trails School division practices, policies and procedures reviewed. I acknowledge that the management is to be notified of any safety concerns, problems or incidents/accidents that may arise. I understand that we must comply with and have a general knowledge of the Workplace Safety & Health Legislation.</p>			
SUPERVISOR NAME:		DATE:	
WORKER NAME:		DATE:	