

Young and New Worker Orientation Checklist

All employers in British Columbia are required to provide young (25 years or younger) and new workers with workplace training and orientation in accordance with Occupational Health and Safety Regulation 3.23.

This checklist has been designed to help plan and implement orientation for young and new workers in medical clinics. Proper orientation is the most effective way to prevent workplace injuries and illnesses.

Worker name		Position (tasks)	
Person providing orientation (name and position)		Clinic name	
Date hired	DD / MM / YYYY	Date of orientation	DD / MM / YYYY

Health and Safety Topics for Orientation:	Initials (Trainer)	Initials (Worker)
1. Supervisor and contact information.		
2. Roles, rights, and responsibilities:		
a. General duties of employer, supervisor, and worker.		
b. Worker's right to refuse unsafe work and the procedure for doing so.		
c. Worker's responsibility to report hazards and the procedure for doing so.		
3. Known hazards in the clinic and how to manage them:		
a. Violence.		
b. Hazardous chemicals.		
c. Biological hazards.		
d. Needlestick or sharps injuries.		
e. Sharp and non-sharp medical waste.		
f. Ergonomic concerns.		
g. Unsafe patient handling.		
h. Radiation (if applicable).		

Health and Safety Topics for Orientation:	Initials (Trainer)	Initials (Worker)
4. Safe work procedures for carrying out tasks:		
a. Hand hygiene and Infection control procedures.		
b. Decontamination and cleaning procedures.		
c. Emergency procedures and evacuation plan.		
d. Safe handling of chemicals.		
e. Safe handling and disposal of sharps and biohazardous materials.		
f. Safe patient handling.		
g. Ergonomics and workstation setup.		
5. Procedures for working alone or in isolation:		
a. When to check in, how and who to check in with. What occurs if the check in is missed (i.e., escalation by calling next of kin or police).		
b. What to do if public enters clinic unexpectedly and when/how to redirect the public/patients safely.		
6. Measures to reduce the risk of violence in the clinic and procedures for managing violent situations:		
a. Training on how to recognize the risk of violence and deescalate potentially violent situations (staff should talk through actual or hypothetical situations and practice simulations).		
b. Location of secure rooms (locking doors).		
c. How to call for help, who to report the event to.		
7. Personal Protective Equipment (PPE):		
a. What it is (i.e., masks, gloves, gowns, goggles, and face shields) and when to use it.		
b. Locations of first aid kit and eye wash station.		
c. How to report an illness, injury, or incident (including near misses).		
8. First aid and incident reporting:		
a. First aid attendant name and contact information (if applicable).		
b. Locations of first aid kit and eye wash station.		
c. How to report an illness, injury, or incident (including near misses).		

Health and Safety Topics for Orientation:	Initials (Trainer)	Initials (Worker)
9. Emergency procedures:		
a. Location of emergency exits, secure rooms, and muster point.		
b. Locations of fire extinguishers and fire alarms.		
c. How to use a fire extinguisher. Review video: PASS method for using a fire extinguisher.		
d. What to do in an emergency (e.g., flood, gas leak, power outage, earthquake, fire) and when to call 911.		
10. Hazardous Materials and Workplace Hazardous Materials Information System (WHMIS):		
a. What hazardous materials are in the clinic and their location.		
b. WHMIS training, if applicable to the job duties.		
c. Location of Safety Data Sheets (SDS).		
d. How to handle, use, store, and dispose of hazardous materials safely (e.g. soiled linens, dressings, or instruments).		
e. Procedures for an emergency involving hazardous materials including clean-up of spills.		
11. Contact information for the worker health and safety representative or the JOHSC (if applicable).		
12. Bullying and harassment:		
a. What is workplace bullying and harassment? Review WorkSafeBC Worker Fact Sheet on Workplace Bullying and Harassment.		
b. Where to find the policy and the worker’s responsibility to report bullying and harassment.		
c. Who is responsible for investigating and following up on complaints of bullying and harassment.		