

# Young or New Worker Orientation Checklist

All listed topics must be covered during the orientation process for young or new workers.

General information			
Clinic name:			
Person providing orientation: (name, position)			
Young or new worker: (name, position)			
Date of hire:		Orientation date:	

Health and safety topics for young or new worker orientation	Yes
1. Supervisor name and contact information.	
2. Roles, rights, and responsibilities, including:	
a. General duties of employers, supervisors, and workers. (Refer to <a href="#">WorkSafeBC</a> )	
b. Worker's responsibility to report unsafe conditions, and right to refuse unsafe work.	
3. Clinic health and safety rules.	
4. Information on hazards in the clinic:	
a. Hazardous chemicals (e.g. cleaning, disinfecting, and antiseptic agents).	
b. Compressed gas cylinders (e.g., oxygen, fire extinguishers).	
c. Biological hazards (e.g., blood, body fluids).	
d. Needlestick or sharps injuries.	
e. Sharp and non-sharp medical waste.	
f. Workplace violence.	
g. Ergonomic concerns (musculoskeletal injury risk).	
h. Unsafe patient handling.	
i. Radiation (if applicable).	

Health and safety topics for young or new worker orientation (continued)	Yes
<b>5. Instruction and demonstration on how to perform work tasks safely:</b>	
a. Hand hygiene and infection control procedures.	
b. Decontamination and cleaning procedures.	
c. Safe handling of chemicals.	
d. Safe handling and disposal of medical sharps.	
e. Safe handling of biohazardous materials (e.g. soiled linens, dressings, and instruments).	
f. Safe patient handling.	
g. Ergonomics and workstation setup.	
<b>6. Personal Protective Equipment (PPE):</b>	
a. Where PPE is kept and when to use each of them (i.e., masks, medical gloves, cryogenic gloves, gowns, goggles, and face shields).	
<b>7. Hazardous Materials and Workplace Hazardous Materials Information System (WHMIS):</b>	
a. Hazardous materials present and their locations in the clinic.	
b. WHMIS training, if applicable to their job duties.	
c. Location of Safety Data Sheets (SDS).	
d. How to store, handle, use, and dispose of hazardous materials safely (e.g. enzymatic detergent, chlorhexidine, hydrogen peroxide, liquid nitrogen, and formalin).	
e. Procedures for an emergency involving hazardous materials, including clean-up of spills.	
<b>8. Procedures for managing violent incidents:</b>	
a. How to recognize the risk of violence.	
b. How to de-escalate potentially violent situations.	
c. How to respond to violent incidents and when to call for help.	
d. Location of secure rooms (locking doors).	
e. How to report and document violent incidents.	

Health and safety topics for young or new worker orientation (continued)		Yes
<b>9. Procedures for working alone or in isolation:</b>		
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.		
<b>10. Bullying and harassment:</b>		
a. Information about workplace bullying and harassment. Refer to <a href="#">Bullying &amp; Harassment - WorkSafeBC</a> .		
b. Training on how to recognize, respond, and report incidents of bullying and harassment.		
<b>11. First aid and incident reporting:</b>		
a. First aid attendant name and contact information (if applicable).		
b. Locations of the first aid kit and eye wash station.		
c. How to report an illness, injury, or incident (including near misses).		
<b>12. Emergency procedures:</b>		
a. Location of emergency exits, secure rooms, and muster point.		
b. Locations of fire extinguishers and fire pull stations.		
c. What to do in an emergency (e.g., flood, gas leak, power outage, earthquake, fire) and when to call 911.		
d. Emergency response and evacuation plan.		
<b>13. Contact information of the worker health and safety representative or the JOHSC (if applicable).</b>		

Sign off			
Instructor signature:		Date:	
Young or new worker signature:		Date:	


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