# SAFETY ORIENTATION CHECKLIST

<table>
<thead>
<tr>
<th>Student Name:</th>
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<td>Organization Name:</td>
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## COMPLETE DURING ORIENTATION

- Name and contact information for immediate supervisor and Joint Health and Safety Committee representative (JHSC) or Safety Representative
- Worker/supervisor rights and responsibilities
- Safe work procedures and operation of equipment
- Use of Personal Protective Equipment (PPE)
- Identification of restricted or prohibited areas, tools, equipment and machinery
- Hazards in the workplace that may affect the student, how they’re controlled and how to deal with them
- What to do and who to see if the student has a safety concern
- What to do when there is a fire or other emergency (e.g., evacuation procedures)
- Location of fire exits and fire extinguishers
- Location of the first aid supplies, equipment, facilities:
  - Names of staff responsible for first aid
  - How to record first aid treatment
- Procedures for reporting accidents and injuries
- Workplace Hazardous Materials Information System (WHMIS)
- Workplace policies and procedures on, but not limited to:
  - Workplace Harassment
  - Violence prevention
  - Working in isolation
  - Smoking/Drinking/Substance abuse
- Location of other important information
  - Materials Safety Data Sheet (MSDS)
  - Joint Health & Safety Committee Minutes
  - Instructions for safe operation of each piece of equipment (if applicable)
  - Important telephone numbers
  - Health & safety bulletin board
- Other hazards covered during orientation should be documented and attached on an additional sheet.
- One Checklist may be used to document group student orientation sessions, however an additional sign-in sheet including student names and signatures must be attached to the Checklist.
Please return to Work Study Co-ordinator at wkstudy@queensu.ca within one week of student starting work.