New Employee orientation worksheet

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| --- | --- |
| Department: | Date: |
| Completed by: |
| Use this worksheet to develop a checklist to be used to orient your new worker |
|  **Risk Assessment** | **Y** | **N** | **N/A** | **Notes** |
| What hazards are present in your workplace? (i.e., chemical, heat, working at heights, using portable ladders, cash handling) list them here in the notes section. Are there SDS’s available for hazardous materials? |  |  |  |  |
| Do workers need additional training to work with or around these hazards (check Safety Office’s training webpage) |  |  |  |  |
| Is there a probationary period while the new worker is shadowing another worker? What are the criteria that need to be demonstrated before the worker can be unsupervised? |  |  |  |  |
| Is there a dress code or required PPE? |  |  |  |  |
|  **Workplace procedures** |
| Are there any Standard Operating Procedures (SOP) that need to be provided to the new worker?  |  |  |  |  |
| Is there a contact list available for who to go to for help/assistance? |  |  |  |  |
| What UW policies have the most direct impact on the workplace?  |  |  |  |  |
| What security precautions must be followed in the workplace? |  |  |  |  |
| Are there any working alone procedures? |  |  |  |  |
| What is expected for general housekeeping? |  |  |  |  |
| Does the tour of the workplace include everything identified in this worksheet? |  |  |  |  |
| Are there any specific requirement for entry into the workplace? |  |  |  |  |
| Are there any protocols for reporting damaged equipment? |  |  |  |  |
|  **Emergency procedures** |
| Show new worker location of first aid kit and departmental first aid station. Ensure worker reads the UW First Aid Emergency poster.  |  |  |  |  |
| Show locations of fire extinguishers and fire alarm pull stations. Ensure the worker reads UW Fire and Evacuation poster.  |  |  |  |  |
| Ensure new worker receives instruction on injury/incident reporting. |  |  |  |  |
| If hazardous materials are present ensure worker reads UW’s Hazardous Material Spill poster and they also receive instruction and training on cleaning hazardous material spills. |  |  |  |  |
| Ensure that new worker receives training and instruction on any workplace specific emergency procedures such as what to do in case of power interruption or any other utility failure. |  |  |  |  |
| Show new worker emergency eye wash or shower locations. |  |  |  |  |
| If there are any alarms in the workplace instruct the workers what they are for (security, gas leak, low oxygen) and what they need to do (i.e., evacuate or investigation or reset procedures). |  |  |  |  |