

New Employee Orientation Checklist

The **New Employee Orientation Checklist** shall be filled out by the new employee and Principal Investigator (or appointed supervisor) together and a copy forwarded to the Safety Officer within the first two weeks of being in the lab.

WHMIS, workplace orientation, and tours will be organized and offered in the first week of the Spring term and are mandatory for new employees. If you have employees starting later, let the Safety Officer (pcormier@mta.ca) know.

Note that this is a comprehensive list, and not all items are mandatory for new employees. It is essential to review what is required to work in a lab. If you are unsure or have any questions, please email pcormier@mta.ca.

Name:

Email:

Department:

Supervisor:

Date:

Required Materials	
Initials	Information System Description
<input type="checkbox"/>	I have completed WHMIS. My grade is: Safety officer Initials: <input style="width: 330px; height: 20px;" type="text"/>
<input type="checkbox"/>	I have completed the Employee Orientation Safety officer Initials: <input style="width: 330px; height: 20px;" type="text"/>
<input type="checkbox"/>	I have received and reviewed the Emergency Evacuation Plan for my Building.
<input type="checkbox"/>	I have reviewed and know my rights as an employee.
<input type="checkbox"/>	I am aware of the committee members on the Fine Arts and Sciences Joint Health and Safety Committee.
Laboratory Material	
Initials	Topic
<input type="checkbox"/>	I am aware of the waste policy and procedure and know who to contact with questions.
<input type="checkbox"/>	I am aware of the locations of fire extinguishers in my lab.
<input type="checkbox"/>	I am aware of the location of the eyewash and deluge shower in my lab.

<input type="checkbox"/>	I have reviewed my project and standard operation procedure with my supervisor.
<input type="checkbox"/>	If I am to work alone, I have reviewed the working alone policy with my supervisor (N/A if not required).
<input type="checkbox"/>	I have reviewed the relevant PPE with my supervisor.
<input type="checkbox"/>	I am aware that appropriate PPE is always required in labs (eye protection is mandatory).
<input type="checkbox"/>	I am aware that eating and drinking is prohibited in all labs.
<input type="checkbox"/>	I am aware of the safe locations to eat and drink in the building I work in.
<input type="checkbox"/>	I know who to contact in the case of a chemical spill.
<input type="checkbox"/>	I know the location of the SDS Binder in my lab.
<input type="checkbox"/>	I have been trained on the proper use of any equipment I am using.
<input type="checkbox"/>	I know who to contact in the event of equipment damage.
<input type="checkbox"/>	I know who to contact in the event of an emergency.
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>

Compressed Gas Training	Safety officer Initials: <input type="text"/>
Laser Safety Training	Safety officer Initials: <input type="text"/>
Working Alone	Supervisor Initials: <input type="text"/>