###### Appendix 1.2 - Worker Orientation Form – New Hire, Promotion or Transfer

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| --- | --- | --- | --- | --- | --- | --- |
| Employee Name: | | | Date of Hire: | | |  |
| Position: | | | Date of Review: | | |
| **Select /Circle reason for completing this form:** | | | | | | |
| New | Promotion / Transfer | Returning from extended absence | | Student | Supplied Labour | |

Key Personnel & Phone Numbers

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| --- | --- |
| Project Manager |  |
| Superintendent |  |
| Foreman |  |
| Crew Health and Safety Representative |  |
| Company Joint Health and Safety Representative |  |
| Company Human Resources Manager |  |
| Company Safety Coordinator |  |
| Company Equipment Manager (if applicable) |  |
| Danosh Construction Inc. President: | Address:  Phone Number: |

**Health and Safety Checklist**

* The worker has received a copy of the Danosh Construction Inc. Safety Policy Booklet.
* The worker has been requested to read and apply the information in the Danosh Construction Inc. Booklet.
* The worker has been requested to complete, sign, and submit the acknowledgement sheet.
* The worker has been reminded of their “right to refuse work”, and obligation to report hazards.
* The worker has received the required P.P.E., a review of its use, and location of replacements.
* The worker has been given a review of the WHMIS program and how to obtain MSDS’s.
* The locations of First Aid equipment, Fire extinguishers, and Eyewash stations have been provided.
* The certified first-aider has been identified:
* The location of emergency phone and contacts list has been identified.
* The worker has been instructed to inform his foreman immediately in the event of an injury.
* Accident/Incident reporting procedures have been reviewed.
* The definition of a Critical Injury and requirements for site preservation has been reviewed.

The following generic hazards have been reviewed and the worker will consult the Foreman for safe work procedures as needs arise:

|  |  |  |
| --- | --- | --- |
| * Trenching & Excavations | * Material Handling | * Hoisting and Lifting Devices |
| * Work adjacent to Utilities | * Moving Equipment Hazards | * Working in Traffic |
| * Tunnels/Shafts/Cofferdams | * Confined Spaces | * Working at Heights |
| * Use of Power tools |  |  |

Please describe any previous training that the employee may have acquired, and work experience within the construction field:

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