

Health, Safety and Wellness Orientation Checklist

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Last reviewed: September 2022
Next review: September 2023

Employers have legislated responsibilities to ensure employees are aware of their health and safety responsibilities, hazards and hazard controls in their workplace. The Government of Saskatchewan is committed to providing orientation and job-specific training to meet these obligations and support an incident-free workplace. This checklist provides for the general orientation of health, safety and wellness topics and may be customized to meet the specific needs of a workplace.

This checklist may be used to review health, safety and wellness basics with:

- ✓ New employees;
- ✓ Employees new to the workplace/worksite;
- ✓ Occupational Health Committee members;
- ✓ All employees as part of annual workplace safety reviews.

Ensure the following:

- ✓ Arrange for additional health, safety or wellness training as necessary;
- ✓ Check off and sign when completed;
- ✓ Maintain on employee's HR file.

Orientation Date (MM/DD/YY)

Employee Information

Name

Employee Number

Email

Ministry

Branch/Division

Supervisor

Supervisor Number

Work Location Address

Health, Safety, Wellness Item to be Reviewed	Check if reviewed	Note if N/A
Occupational Health and Safety (OHS) Legislation <i>Health and safety in Saskatchewan workplaces is governed by The Saskatchewan Employment Act and regulations and apply to employers, supervisors/managers, employees, contractors, suppliers and owners.</i>		
1. Saskatchewan Employment Act (SEA) ➤ PART III of SEA	<input type="checkbox"/>	
2. Occupational Health and Safety Regulations, 2020 ➤ Informed whereto find a copy of SEA and OHS Regulations.	<input type="checkbox"/>	
Employee's Three Rights <i>Authority to make changes in the workplace is ultimately the decision of the employer. To balance this, the SEA sets out three basic rights for workers.</i>		
1. <i>Right to Know</i> ➤ Workers have a right to know about the hazards of the job/workplace and safe work procedures to be followed.	<input type="checkbox"/>	
2. <i>Right to Participate</i> ➤ Workers have the right to report hazards and participate in the development of safety controls. ➤ They have the right to participate on Occupational Health Committees, raise safety concerns and be involved in resolutions.	<input type="checkbox"/>	
3. <i>Right to Refuse</i> ➤ Workers have the right to refuse work that the worker believes is unusually dangerous, would normally stop work or where the worker is not equipped or trained (SEA3-31). ➤ Work Refusal Process.	<input type="checkbox"/>	
Workplace Responsibility System <i>With rights comes responsibility. In the workplace, everyone shares the responsibility based on their level of assigned authority. Ensure employee is aware of their level of responsibility.</i>		
1. General duties of employer	<input type="checkbox"/>	
2. General duties of supervisors	<input type="checkbox"/>	
3. General duties of employees	<input type="checkbox"/>	
Safety Structure/Governance <i>Each ministry has a designated safety structure to ensure the success of health, safety and wellness programs.</i>		
1. Ministry Safety Structure	<input type="checkbox"/>	
2. Name of ministry's Safety Champion	<input type="checkbox"/>	
3. Manager/Supervisor to report OHS concerns/incidents to	<input type="checkbox"/>	
4. Occupational Health Committee – who Members/Representatives are, where OHS Bulletin Board and meeting minutes are, etc.	<input type="checkbox"/>	
5. Identify ministry safety professionals, Safety Champion Operational Committee member, Healthy Workplace Steering Committee member, Central Incident Resource or other ministry resources that administrate safety, etc.	<input type="checkbox"/>	
Health and Safety Policies and Programs <i>Share all health and safety related policies, programs and procedures.</i>		
Public Service Commission – HR Manual on Taskroom :	<input type="checkbox"/>	
704 - Workers' Compensation	<input type="checkbox"/>	

705 - Employment Accommodation	<input type="checkbox"/>	
712 - Extreme Weather Attendance Guidelines	<input type="checkbox"/>	
805 - Substance Use and the Workplace	<input type="checkbox"/>	
807 - Anti-Harassment Policy	<input type="checkbox"/>	
809 - Communicable Diseases	<input type="checkbox"/>	
812 - Smoke-Free Workplace Policy – Identify smoking locations	<input type="checkbox"/>	
815 - Workplace Violence Policy	<input type="checkbox"/>	
817 - Attendance Support	<input type="checkbox"/>	
818 - OHS Incident Reporting and Investigation (IRI)	<input type="checkbox"/>	
819 – Health, Safety and Wellness Policy	<input type="checkbox"/>	
Guidelines for Managing Office Ergonomics in the Workplace	<input type="checkbox"/>	
Guidelines for Hazard Identification and Risk Assessment	<input type="checkbox"/>	
Guidelines for Addressing Allergies and Sensitivities in the Workplace	<input type="checkbox"/>	
Guidelines for Job Safety Analysis and Safe Work Practices and Procedures	<input type="checkbox"/>	
Incident Reporting and Investigation <i>Reporting incidents prevents injuries. Employees are supported when reporting unsafe acts or conditions that have the potential to cause an incident to occur. Employees to take required training and report all incidents that occur to ensure the causes are identified through an investigation and addressed through corrective action.</i>		
1. Corporate policy and appendices - 818-OHS Incident Reporting and Investigation : ➤ Appendix A: Reporting Flowchart ➤ Appendix C: Incident Reporting and Investigation Form 101	<input type="checkbox"/>	
2. If workplace injury/illness occurs ➤ WCB Forms ➤ Workers' Compensation Checklist ➤ Ministry specific procedures ➤ Stay at or Return to Work Form 111 and Be At Work Program	<input type="checkbox"/>	
3. Ministry specific procedures and other forms ➤ ➤ ➤	<input type="checkbox"/>	
Respectful Workplace <i>Everyone deserves to work in an environment of respect that is free of harassment, threats and violence. We all share in the responsibility to create a culture that supports both our physical and psychological well-being.</i>		
1. Harassment, 807 Anti-Harassment Policy and ministry specific procedures	<input type="checkbox"/>	
2. Threat/Violence, 815 Workplace Violence Policy and ministry specific policy and procedures	<input type="checkbox"/>	
3. Workplace Allergens and Sensitivities - Staffroom/Culture/Health Safety Wellness/Occupational Health and Safety	<input type="checkbox"/>	
Healthy Workplaces <i>Healthy Workplaces is the government-wide initiative to implement the National Standard for Psychological Health and Safety in the Workplace. Healthy Workplaces focuses on promoting employee's psychological health and preventing psychological harm at work through the 13 psychosocial factors.</i>		
1. Healthy Workplaces Library	<input type="checkbox"/>	
2. Additional Healthy Workplaces resources on Staffroom , Culture, Health, Safety and Wellness, Occupational Health and Safety, Healthy Workplaces pages.	<input type="checkbox"/>	

Employee and Family Assistance Program (EFAP) <i>The GoS Employee and Family Assistance Program includes access to short-term professional counselling, and additional wellness services such as legal and financial support, physical health assistance and career counselling.</i>		
1. EFAP resources on Taskroom	<input type="checkbox"/>	
Ergonomics <i>Ergonomics is about fitting the job or task to the worker to optimize the interaction between people and their work environment. This assists in preventing and resolving ergonomic related injuries</i>		
1. Guidelines for Managing Office Ergonomics in the Workplace	<input type="checkbox"/>	
2. Review respective ministry policy and procedures	<input type="checkbox"/>	
3. Outline hazards, risks and controls for repetitive/heavy work	<input type="checkbox"/>	
4. Understanding the Risks of Musculoskeletal Injuries (MSI)	<input type="checkbox"/>	
5. Additional ergonomic resources on Staffroom, Taskroom, Culture, Health, Safety and Wellness, Occupational Health and Safety pages	<input type="checkbox"/>	
Biological/Infection Control <i>To provide direction for both management and employees concerning work related situations that may develop due to contact with a communicable disease.</i>		
1. HR Manual Policy 809 Communicable Diseases	<input type="checkbox"/>	
2. Communicable disease guidelines	<input type="checkbox"/>	
3. Ministry policies and procedures (i.e. Exposure Control Plan) where applicable ➤ ➤ ➤	<input type="checkbox"/>	
Emergency Preparedness and Response <i>Emergency preparedness includes all activities, such as plans, procedures, contact lists and exercises, undertaken in anticipation of a likely emergency. The goal of these preparedness activities is to make sure that the workplace is ready and able to respond quickly and effectively in the event of an emergency.</i>		
1. List of employees certified in First Aid and CPR - electronic and hard copy	<input type="checkbox"/>	
2. List of employees certified in mental health/psychological first aid (if applicable) - electronic and hard copy	<input type="checkbox"/>	
3. List of fire wardens (electronic and hard copy)	<input type="checkbox"/>	
4. Identify on-site evacuation warden for emergency evacuation walk through (if applicable)	<input type="checkbox"/>	
5. Outline emergency response plans (medical emergency, fire, evacuation, hazardous materials, bomb threat, violence, security, crime, severe weather)	<input type="checkbox"/>	
6. Outline medical emergency procedures during and after workhours	<input type="checkbox"/>	
7. Emergency phone number location, including emergency response team where applicable	<input type="checkbox"/>	
8. Automated external defibrillator (AED) machine locations	<input type="checkbox"/>	
9. First aid station location and first aid registry	<input type="checkbox"/>	
10. Fire evacuation plan including muster point and annual fire drill protocols	<input type="checkbox"/>	
11. Fire extinguisher, fire hose cabinet, pull station, alarm panel locations	<input type="checkbox"/>	
12. Communication – links to ministry specific contact information ➤ ➤ ➤	<input type="checkbox"/>	
Ministry or Job Specific Training, Standard Operating Procedures, Safety Programs and Policies (PME, WHMIS 2015, TDG, Confined Spaces, Lifting, Hazard ID, JSA, Scent Free) <i>Note: Job specific orientation and training is to be performed by supervisor or OHS Representative. Use Appendix A: Work Procedure/Practice Training Observation Checklist as needed.</i>		
1. List of Occupational Health and Safety Committee members	<input type="checkbox"/>	
2. Occupational Health and Safety meeting minutes' location (electronic and hard copy)	<input type="checkbox"/>	
3. Safety data sheet binder location	<input type="checkbox"/>	

4. <i>Example: Use of equipment/tools</i>	<input type="checkbox"/>	
5. <i>Example: Material handling/lifting techniques and equipment</i>	<input type="checkbox"/>	
6. <i>Example: Workplace hazards and precautions</i>	<input type="checkbox"/>	
7. <i>Example: Respiratory protection program</i>	<input type="checkbox"/>	
8. <i>Example: Location of emergency shower and/or eye wash station</i>	<input type="checkbox"/>	
9. <i>Example: Mechanical ventilation (e.g. fumehoods).</i>	<input type="checkbox"/>	
10. <i>Example: Control of Hazardous Energy – Lockout/tagout , double block and bleed, and other methods</i>	<input type="checkbox"/>	
11. <i>Example: Pre-Job inspections and logbooks</i>	<input type="checkbox"/>	
12. <i>Example: Chemical spill kit</i>	<input type="checkbox"/>	
13. <i>Example: Working from heights (ladders/scaffold) and fall protection program</i>	<input type="checkbox"/>	
14. <i>Example: Working alone or at an isolated place of employment</i>	<input type="checkbox"/>	
15. <i>Example: Personal Protective Equipment</i>	<input type="checkbox"/>	
16. <i>Example: Noise control and hearing conservation</i>	<input type="checkbox"/>	
17. <i>Example: Powered mobile equipment</i>	<input type="checkbox"/>	
18. <i>Example: Hoists, cranes and lifting devices</i>	<input type="checkbox"/>	
19. <i>Example: Rigging</i>	<input type="checkbox"/>	
20. <i>Example: Maintenance – reparative and preventative</i>	<input type="checkbox"/>	
GoS REQUIRED Health and Safety Training Modules <i>Training to be completed within two months of initial orientation session.</i>		
1. Incident Reporting Policy Training	<input type="checkbox"/>	
2. Respect in the Workplace	<input type="checkbox"/>	
3. Substance Use and the Workplace	<input type="checkbox"/>	
4. WHMIS (Workplace Hazardous Material Information System) 2015: An Introduction	<input type="checkbox"/>	
Ministry REQUIRED Health and Safety Training Modules <i>Training to be completed within two months of initial orientation session.</i>		
➤	<input type="checkbox"/>	
Optional Health, Safety and Wellness Training Modules		
1. Office Ergonomics	<input type="checkbox"/>	
2. Musculoskeletal Disorders	<input type="checkbox"/>	
3. Allergens and Sensitivities in the Workplace	<input type="checkbox"/>	
4. Anti-Harassment	<input type="checkbox"/>	
5. Being a Mindful Employee: An Orientation to Psychological Health and Safety in the Workplace	<input type="checkbox"/>	
6. Incident Reporting and Investigation (IRI) App - For Employees	<input type="checkbox"/>	
7. Disability Awareness	<input type="checkbox"/>	
8. Violence in the Workplace	<input type="checkbox"/>	
9. Skid Smart Collision Avoidance	<input type="checkbox"/>	
10. Intimate Partner Violence and the Workplace	<input type="checkbox"/>	
11. Workload Management and Balance	<input type="checkbox"/>	
12. Psychological Support	<input type="checkbox"/>	
13. Psychological Protection	<input type="checkbox"/>	
14. Clear Leadership and Expectations	<input type="checkbox"/>	
15. Civility and Respect	<input type="checkbox"/>	
16. Mental Health Crisis	<input type="checkbox"/>	

GoS REQUIRED Health and Safety Training Modules for SUPERVISORS and MANAGERS		
<i>Training to be completed within four months of initial orientation session.</i>		
1. Managing Safely or Supervision and Safety	<input type="checkbox"/>	
2. Workplace Incident Investigation and Workplace Inspection Training OR Occupational Health Committee Level 2	<input type="checkbox"/>	
3. How to Administer the Substance Use and the Workplace Policy	<input type="checkbox"/>	
Optional Health, Safety and Wellness Training Modules for SUPERVISORS and MANAGERS		
1. Incident Reporting and Investigation (IRI) App – For Supervisors	<input type="checkbox"/>	
2. Accommodating Employees: Introduction	<input type="checkbox"/>	
3. Accommodation: A Manager's Guide to Accommodating Employees	<input type="checkbox"/>	
Employee Responsibilities		
<i>Under OHS legislation, employees have both rights and responsibilities.</i>		
1. I will work and act safely	<input type="checkbox"/>	
2. I will follow safe work procedures and safety rules	<input type="checkbox"/>	
3. I will report hazards and incidents	<input type="checkbox"/>	
4. I know what to do and who to contact if I have a health and safety concern	<input type="checkbox"/>	
5. I will use required personal protective equipment	<input type="checkbox"/>	
6. I will not participate in workplace violence or harassment	<input type="checkbox"/>	
7. I know and will comply with health and safety legislation	<input type="checkbox"/>	
8. I will co-operate with the workplace's OHC or representative	<input type="checkbox"/>	
9. List any additional standards applying to the employee's work, such as industry best practices, use of fork lifts or other equipment, and how to inspect tools, equipment, or machinery	<input type="checkbox"/>	
Addressing Health and Safety Concerns Procedures and Responsibilities		
<i>Hazard identification, and the steps taken to minimize the risks associated, are a critical component to working safely.</i>		
1. I will control a hazard if I have the authority, training and experience to do so and report it to a supervisor upon containment	<input type="checkbox"/>	
2. If I cannot control a hazard, I will report it to my supervisor for corrective action	<input type="checkbox"/>	
3. If a hazard is not corrected, I will contact the Occupational Health Committee or Representative	<input type="checkbox"/>	
Additional Information		
<i>If there is any other relevant safety information, policies, or procedures the employee should know, please fill in the columns below.</i>		
➤	<input type="checkbox"/>	

The above-named employee has the necessary personal protective equipment and has been instructed in the health, safety and wellness items checked above. Recertification in training will be provided within the timeframe necessary.

Supervisor's Name (Please print)

Region/Branch/Location

Signature

Employee's Name (Please print)

Region/Branch/Location

Signature

Appendix A: Work Procedure/Practice Training Observation Checklist

Trainee Name:			
Trainer Name:			
Branch/Division, Ministry:			
Job Title:			
Date of Training:			
Procedure or Practice:			
Did the trainee perform the following skills/tasks? <i>List required skills/tasks individually in this section.</i>	Yes	No	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trainee's performance was: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement* *Opportunities for improvement should be discussed and monitored.			
Trainee's level with performing the tasks above: <input type="checkbox"/> Comfortable <input type="checkbox"/> Uncomfortable* *If a trainee expresses that they are uncomfortable with any of the tasks above, additional opportunities for training and observation may be considered.			
Feedback to Trainee			
Trainee Comments			
Date	Trainee Signature		
Date	Trainer Signature		