



WORKER ORIENTATION CHECKLIST

Crew Name: _____

Crew Position: _____

Vessel Name: _____

Supervisor: _____

Date Hired: _____

Date of Orientation: _____

Person providing orientation (name and position): _____

Topic	OHSR #	Initials (trainer)	Initials (worker)	Comments
1 Contact Information: a Supervisor: _____ Telephone #: _____ email: _____ b Vessel Owner: _____ Telephone #: _____ email: _____ c Vessel Master: _____ Telephone #: _____ email: _____	3.23(2)(a)			
2 Rights and responsibilities a General duties of employers, workers, and supervisors (Employers - WCA Sec 21).	3.23(2)(b)			
b Worker right to refuse unsafe work and procedure for doing so (Workers – WCA Sec 22): i requirements (OHSR 3.10); ii reasonable cause/undue hazard; iii process required by (OHSR 3.12).	3.23 (2)(b)			
c Worker responsibility to report hazards and procedure for doing so.	3.23 (2)(b)			
d Supervisors (WCA Sec 23).	3.23 (2)(b)			
3 Workplace health and safety rules: a General site rules. b Housekeeping rules and material storage. c Vessel discipline policy and process. d Location of toolbox meeting minutes and inspection records. e PFD, Life Jacket and Immersion Suit requirements. f Other (e.g. operating equipment safely).	3.23 (2) (c)			
4 Known hazards and how to deal with them: a <u>Pinch Points</u> b <u>Squeeze</u> c <u>Decompression Illness</u> d <u>Falls from heights (fall protection requirements)</u> e <u>Cold Water Immersion</u> f <u>Equipment specific hazards</u>	3.23 (2) (d)			



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g <u>Other hazards:</u> h _____ i _____ j _____ k _____ l _____				
5 Safe work procedures for carrying out tasks: a <u>Review all procedures that apply to the job.</u> b <u>Review where all procedures are stored.</u> c <u>Engine Room Controls.</u> d <u>Deck equipment and rigging.</u> e <u>Standby Divers.</u> f <u>Person Overboard.</u> g <u>Missing Buddy.</u> h <u>Entangled Diver.</u> i <u>Other:</u> _____ j _____	3.23 (2) (c)			
6 Procedures for working alone or in isolation: a Procedures and check in system required (OHSR 4.21).	3.23 (2) (e)			
7 Measures to reduce the risk of violence in the workplace and procedures for dealing with violent situations: a Definition (OHSR 4.27). b Instruction of policies and procedures (OHSR 4.30). c Advice to consult physician (OHSR 4.31).	3.23 (2) (f)			
8 Personal protective equipment (PPE) and safety equipment – what to use, when to use it, and where to find it: a Responsibility to provide (OHSR 8.21). b Selection, use and maintenance (OHSR 8.3). c Instruction to worker (OHSR 8.7). d Supervisor responsibilities (OHSR 8.9). e Worker responsibilities (OHSR 8.9). f Personal clothing (OHSR 8.10). g PFD / Immersion Suits (instruction on use). h Lift Rafts – deployment and boarding. i EPIRB's j Person Overboard Retrieval Apparatus.	3.23 (2) (g)			
9 First aid: a First aid attendant name and contact information.	3.23 (2) (h)			
b Locations of first aid kits and eye wash facilities.				
c How to report an illness, injury, or other accident (including near misses).				



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d Reporting requirements.				
e Company Procedures.				
10 Emergency Procedures:	3.23 (2) (i)			
a Types of emergencies.				
b Emergency procedures - locations of emergency exits and meeting points (OHSR 4.14).				
c Drills (OHSR 4.14), including: <ul style="list-style-type: none"> i Person Overboard ii Fire iii Abandon Ship iv Flooding or Damage Control v Calling for Help 				
d Locations of fire extinguishers and fire alarms.				
e Fire Extinguishers – location and use.				
f What to do in an emergency situation.				
11 Instruction and demonstration (task or work process).	3.23 (2) (j)			
12 Where applicable, basic contents of the occupational health and safety program: <ul style="list-style-type: none"> a Policy statement (OHSR 3.3(a)). b Inspections (OHSR 3.3(b)). c Written instructions [OHSR 3.3(c)]. d Management meetings [OHSR 3.3(d)]. e Incident/accident investigations [OHSR 3.3(e)]. f Record and statistics [OHSR 3.3(f)]. g Instruction and supervision [OHSR 3.3(g)]. 				
13 Hazardous materials and WHMIS.	3.23 (2) (l)			
a Worker education (OHSR 5.6).				
b Worker training (OHSR 5.7).				
c What hazardous materials are in the workplace?				
d Purpose and significance of hazard information on product labels.				
e Location, purpose and significance of safety data sheets (SDSs).				
f How to handle, use, store and dispose of hazardous materials safely.				
g Procedures for an emergency involving hazardous materials, including clean-up of spills.				



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14 Where applicable, contact information for the occupational health and safety committee or the worker health and safety representative.	3.23 (2)(m)			
15 Disciplinary Program.				
16 Additional orientation and training must be provided to a young/new worker if workplace observation reveals the need and/or if requested by the young or new worker.	3.24 (a&b)			

Notes: An employer must keep records of all orientation and training provided under OHSR sections 3.23 and 3.24 (3.25).

Other things for consideration:

<input type="checkbox"/> Valid Drivers License / Class	<input type="checkbox"/> Safety Rep:
<input type="checkbox"/> Location of Washrooms	<input type="checkbox"/> Radio ID # Emergency use
<input type="checkbox"/> Smoking Areas	<input type="checkbox"/> Allergies / Medical Conditions
<input type="checkbox"/> Standard Work Procedures	<input type="checkbox"/>

Safety and Training

<input type="checkbox"/> Reporting Hazards	<input type="checkbox"/> Reporting Injuries and Accidents
<input type="checkbox"/> How to get First Aid and Location	<input type="checkbox"/> WHIMS & SDS Location / Use
<input type="checkbox"/> Fire Prevention	<input type="checkbox"/> Emergency Exits / Evacuations

Safety & Training Rep Signature

Employee's Signature

Date

Dive Supervisors Signature