

New Hire H&S Orientation Checklist

Introduction

This Health and Safety Orientation Checklist was developed by the health and safety team at go2HR as a template for implementing an adequate Health and Safety Orientation for new hires, specifically in a restaurant setting. It is customizable and adaptable to fit your unique workplace. This checklist includes topics that are legally required to be covered, as well as industry best practices.

Workplace Responsibilities for Health and Safety Training

As an employer in Saskatchewan, you have the legal responsibility to train new and young workers on their responsibilities, hazards in the workplace, safe work procedures and what to do in an emergency. You have the ongoing duty to ensure all applicable requirements and industry standards are met.

Managers, supervisors and workers all share responsibilities for workplace health and safety training as well. Those obligations can be explored by visiting this [WorkSafe Saskatchewan webpage](#).

How to Use this Checklist

This checklist has been created in Word document format so you can make edits as you see fit. For example, you can add site specific information or delete sections or examples that do not apply to your restaurant. You may decide to use this template and make two checklists: one for front of house orientations, and one for back of house orientations.

Blue italicized content on the checklist refers to common examples of health and safety information that is typically covered during an orientation. If this information does not apply in your setting, please delete it.

Red italicized content on the checklist refers to site specific information. Please delete the red text and input your workplace specifics, in order to personalize this checklist to reflect your business.

Once edits are done, delete this introduction page and finalize your document. Retain copies of each person's completed form as a record of orientation.

New Hire H&S Orientation Checklist (for Restaurants)

Employee Name & Position: _____

H&S Orientation Date: _____

Orientation Given By: _____

Category	Topic	☑
VIP Contact Information	Supervisor Name and Contact Information <i><enter Supervisor Name and Contact Information></i>	
	JHSC/Worker Health & Safety Representative Name and Contact Information <i><enter JHSC/Worker H&S Rep Name and Contact Information></i>	
	First Aid Attendant Name and Contact Information <i><enter First Aid Attendant Name and Contact Information></i>	
Rights & Responsibilities	Responsibilities of: Owner: <ul style="list-style-type: none"> - <i>develop and maintain the health and safety program that meets legal requirements, support managers, supervisors and works with what they need to fulfill their H&S duties</i> - <i><add other identified responsibilities></i> Manager: <ul style="list-style-type: none"> - <i>implement safety program, ensure appropriate training is being executed, support supervisors and workers with what they need to fulfill their H&S duties</i> - <i><add other identified responsibilities></i> Supervisor: <ul style="list-style-type: none"> - <i>ensure the health and safety of workers under your supervision, know and comply with applicable legal requirements for work under your supervision, ensure appropriate PPE is being used inspected and maintained properly</i> - <i><add other identified responsibilities></i> Worker: <ul style="list-style-type: none"> - <i>be alert to and report hazards immediately, follow safe work practices, use appropriate PPE, arrive at work fit to work</i> - <i><add other identified responsibilities></i> Worker Rights <ul style="list-style-type: none"> - Right to Know the hazards in the workplace - Right to Refuse - Right to Participate in H&S Activities 	
Workplace H&S Rules	General: <ul style="list-style-type: none"> - <i>no staff member walks alone to their car at the end of the evening, zero tolerance policy for bullying and harassment towards other staff, hands must be washed when transitioning from serving food/drink to collecting money or used dishware</i> - <i><add other identified rules></i> Front of House: <ul style="list-style-type: none"> - <i>cash is counted in staff only areas only, "door" is shouted when travelling through the swing door, music levels must stay below "x" to prevent hearing loss</i> - <i><add other identified rules></i> Back of House: <ul style="list-style-type: none"> - <i>All BOH staff are to wear well fitting, non-slip footwear, kegs must be lifted by a minimum of 2 people, when travelling with a knife it is to be in a carrying case or pointed towards the ground down by your side while saying "knife, knife, knife"</i> - <i><add other identified rules></i> 	
Known Hazards	General: <ul style="list-style-type: none"> - <i>Communicable diseases, challenging guests, chemical hazards</i> - <i><add other identified hazards></i> Front of House: <ul style="list-style-type: none"> - <i>Hot dishes, heavy loads or repetitive movements, loud noise levels, abusive customers</i> - <i><add other identified hazards></i> Back of House: <ul style="list-style-type: none"> - <i>Hot surfaces, heavy loads or repetitive movements, slippery floors, knives, dangerous equipment</i> - <i><add other identified hazards></i> 	

Company Name & Logo

Safe Work Procedures	General: <ul style="list-style-type: none"> - Preventing slips, trips and falls, lifting safely, cleaning up broken glass - <add other identified Safe Work Procedures> Front of House: <ul style="list-style-type: none"> - Lighting propane heaters, working with chemicals, carrying heavy plates - <add other identified Safe Work Procedures> Back of House: <ul style="list-style-type: none"> - Using dangerous equipment, using dishwashing machines, using deep fryers, using knives - <add other identified Safe Work Procedures> 	
Workplace Incident & Injury Procedure	First Aid Steps: <ol style="list-style-type: none"> 1. <list steps to follow to obtain first aid> Emergency Procedures: <ul style="list-style-type: none"> - <add emergency procedures information for <u>applicable</u> emergencies like fire, earthquake, flood, evacuation, bomb, tsunami, landslide, etc.> Emergency Equipment Locations: <ul style="list-style-type: none"> - <add first aid kit locations> - <add eye wash station locations> - <add fire extinguisher/suppression locations> - <add emergency exit locations and muster station points> Incident Reporting Steps: <ol style="list-style-type: none"> 1. <list steps to follow when reporting a workplace incident> 	
Personal Protective Equipment (PPE)	General: <ul style="list-style-type: none"> - Kit for handling broken glass or crockery (tongs, gloves, dedicated storage bin...) - Kit for disposing of used sharps (tongs, gloves, sharps bin...) - <add other identified PPE> Front of House: <ul style="list-style-type: none"> - Dry tea towels or hot pads, hearing protection, goggles, gloves and apron for beer line cleaning, - <add other identified PPE> Back of House: <ul style="list-style-type: none"> - Oven gloves, long sleeves, non-slip footwear, apron, rubber gloves, goggles, masks, - <add other identified PPE> 	
Working Alone	<List the procedures for if/when the worker is alone> <ul style="list-style-type: none"> - for example: during opening or closing, counting cash, taking the garbage out, etc. 	
WHMIS 2015	<List the information for your WHMIS program> <ul style="list-style-type: none"> - for example: types of chemicals found (hazard symbols), how to use, how to read a label, SDS binder location(s), emergency procedures, etc. Do not work with the product, unless you can answer the following four questions: <ul style="list-style-type: none"> - Where can I obtain more information? - What are the hazards of the product? - How do I protect myself? - What should I do in case of an emergency? 	
Bullying & Harassment Prevention	<List the information for your bullying & harassment prevention program> <ul style="list-style-type: none"> - for example: policy statement/overview of program, what is considered bullying and harassment, worker responsibilities, reporting procedures, investigation procedures, etc. 	
Violence in the Workplace Prevention	<List the information for your violence in the workplace prevention program> <ul style="list-style-type: none"> - for example: policy statement/overview of program, what is considered violence in the workplace, worker responsibilities, reporting procedures, investigation procedures, etc. 	
JHSC/Worker H&S Representation	<List the information for your Joint Health and Safety Committee (10+ employees) or Worker Health and Safety Representative (5-9 employees), if applicable> <ul style="list-style-type: none"> - for example: what the goals of the committee/rep are, what activities/responsibilities they have, who they are, and how they can be reached 	
<Other>	<List any other health and safety specific information that is covered as part of this orientation>	

Orientation Acknowledgement

By signing below, I _____ declare that I have received orientation on the topics listed above. I believe I have been adequately oriented to:

- ☒ the contact information for workplace VIP's,
- ☒ my workplace H&S rights and responsibilities,
- ☒ the hazards associated with my job tasks,
- ☒ the safe work procedures and workplace rules I am to follow,

Company Name & Logo

- ☒ the workplace first and emergency procedures (including the location of necessary supplies and equipment),
- ☒ the information on applicable PPE including location, use and maintenance, and
- ☒ the information on various workplace safety topics such as WHMIS 2015, bullying and harassment and violence in the workplace.

Employee Signature: _____

Once complete, submit this checklist to your supervisor or manager who will add it in your employee file.

Service Hospitality has many safety templates to help you build and manage your Safety Management System.

[Safety Basics](#)

[Safety Evaluation Tool](#)

[Safety Templates & Resources](#)

[Health & Safety Leadership Certificate Program](#)

[Psychological Health & Safety](#)

[Service Hospitality – Health & Safety Training](#)