Safety Orientation:

Although your employee (this student) may have been working here for a while - we still need to ensure they have received on-the-job safety training. Please initial the training checklist indicating that the worker has received instruction in each of these topics.

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| Topics to Discuss | CHECK MARK |
| 1. Rights and Responsibilities:  (a) General duties of employers, workers, and supervisors |  |
| (b) Workers right to refuse unsafe work and procedure for doing so |  |
| (c) Workers responsibility to report hazards and procedure for doing so |  |
| 2. Workplace health and safety rules |  |
| 3. Known hazards on the job site and how to deal with them |  |
| 4. Safe work procedures for carrying out tasks |  |
| 5. Measures to reduce the risk of violence in the workplace and procedures for dealing with violent situations |  |
| 6. Personal Protective Equipment (PPE) - what to use, when to use it, and where to find it |  |
| 7. First Aid:  (a) First aid attendant name and contact information |  |
| (b) Locations of first aid kits and eye wash facilities |  |
| (c) How to report an illness, injury, or other accidents (including near misses) |  |
| 8. Emergency procedures: (a) Locations of emergency exits and meeting points |  |
| (b) Locations of fire extinguishers and fire alarms |  |
| (c) How to use a fire extinguisher |  |
| (d) What to do in an emergency situation? (Fire, earthquake, etc.) |  |
| 9. Where applicable, basic contents of the occupational health and safety program |  |
| 10. Hazardous materials and WHMIS:  (a) What hazardous materials are in the workplace? |  |
| (b) Purpose and significance of hazard information on product labels |  |
| (c) Location, purpose and significance of material safety data sheets (MSDs) |  |
| (d) How to handle, use, store and dispose of hazardous materials safely |  |
| (e) Procedures for an emergency involving hazardous materials, including clean-up of spills |  |

I agree with the terms and conditions of this Work Experience Training Plan.

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| Student | Parent/Guardian | Employer/Supervisor | WEX12 Teacher |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |