

Orientation Checklist: Restaurant Employee

Employee name: _____

Date hired: _____ Date of orientation: _____

Position (tasks): _____

Supervisor (trainer) name: _____

Topics to be covered	Initials		Comments (e.g. follow-up or indicate if not required)
	trainee	trainer	
Told to report all injuries and shown how to do this			
Told where and how to get first aid			
Told to report all hazards and shown how to do this			
Explain his/her right to refuse unsafe work and procedure			
Shown how to safely use and clean equipment: <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____			
Shown how to safely perform specific tasks: <input type="checkbox"/> Proper lifting techniques <input type="checkbox"/> _____ <input type="checkbox"/> _____			
Explain how to read labels on chemicals			
Told about WHMIS system and their right know information about hazardous materials <input type="checkbox"/> Location of MSDS (material safety data sheets) and how to read them <input type="checkbox"/> How to read labels <input type="checkbox"/> How to clean up spills			
Told which personal protective equipment is required for various duties (and shown location): <input type="checkbox"/> Gloves <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____			
Explained emergency procedures and shown where documents are kept			
Topics for future training: <input type="checkbox"/> _____ <input type="checkbox"/> _____			