

BCHS Orientation Checklist

BCHS EMPLOYEE/STUDENT ORIENTATION CHECKLIST			
Areas to be Covered	Description	Completed	
		Yes	No
Tour	Give a tour of the department, area or unit, pointing out the location of washrooms and lunch or break room. Point out where personal belongings will be stored.		
Introductions	Introduce the new employee to all key staff and volunteers. Illustrate the "big picture," how each position relates to the others on the team. Demonstrate how the team relates to other departments or areas of the organization.		
Department Safety Rules	Explain safety rules that are specific to your department, unit or area.		
Safety Information	Introduce the new employee to the JHSC representative, show them how to access the common drive and JHSC folder.		
Training	Provide any necessary safety, environmental, compliance or policy/procedural training specific to the department, unit or area including equipment (ladders, box cutters), processes, safe operating procedures and safe work instructions. Provide training on any computer systems relevant to the position and discuss downtime procedures. Training on incident reporting and Parklane software.		
Potential Hazards	Tour your work areas and facility and discuss associated work area hazards and safe work practices.		
Emergency Procedures	Identify and explain how to use emergency eyewashes and showers, first aid kits/stations, fire extinguishers, fire exits and fire alarm pull boxes, as applicable. Discuss evacuation procedures, identify nearest staging areas. Discuss department-specific emergency code response procedures. Demonstrate how to access Get Ready.		
Toxic Products	Identify workspaces where hazardous materials are used, stored or disposed. Provide training as necessary.		
WHMIS	Review the SDSs for all hazardous materials to be used by the employee and how to locate SDS on the VSnet		
Personal Protective Equipment (PPE)	Review the PPE program if the employee will be required to wear protective equipment. Identify the location of personal protective equipment (PPE) items that must be worn as required by the work being performed.		
Privacy & Confidentiality	Discuss department-specific risks that could lead to breaches of patient and coworker privacy and confidentiality, and how those risks are mitigated.		
Job Description Review	Discuss expectations in regards to major duties and responsibilities, performance standards, hours, staff meetings, workload and training. Pay particular attention to sharing your customer service philosophy.		
Learning and Performance Management System	Review the Halogen software and its use by employees for learning (including mandatory e-learning) and talent/performance management/tracking.		
Patient Flagging	Review of the Patient Flagging Training, knowledge of legislation, flag policy and procedures trained by Clinician or Org Health		
Signatures	Supervisor name _____ Signature _____	Date (DD/MM/YYYY) _____	
	Employee/Student name _____ Signature _____		

This checklist is to be used by the supervisor (manager, director, and preceptor) in discussion with the new employee or student within the first week of work on the unit or study term.

Please return to OrganizationalHealth@bchsys.org