

WORKER ORIENTATION LOG

Workplace Health and Safety | British Columbia

Section 1 — Company and Worker Information

Field	Information
Company / Business Name	
Worksite / Project Name	
Worksite Address	
Supervisor Name	
Supervisor Contact (phone or email)	

Worker Information	
Worker Name	
Position / Trade	
Date of Hire / Start Date	
Orientation Date	
Orientation Conducted By	

Reason for Orientation (check all that apply)

- New employee New worksite New task or equipment
 Return from leave Change in procedure Other

Section 2 — Orientation Topics Covered

Check each topic that was covered during this orientation. Add notes or initials in the Notes column to confirm the worker understood the topic.

Topic	Covered (✓)	Worker Initials	Notes
Supervisor and employer contact information			
Worker's right to refuse unsafe work			
How to identify and report hazards			
Safe work practices and procedures			

WORKER ORIENTATION LOG

Workplace Health and Safety | British Columbia

Proper use of tools and equipment			
Personal protective equipment (PPE) requirements			
WHMIS and hazardous materials information			
First aid procedures and kit locations			
Emergency procedures and evacuation routes			
Procedures for working alone or in isolation			
Incident and near-miss reporting procedures			
Jobsite-specific hazards			
Other:			
Other:			

Section 3 — Safe Work Demonstrations

Record any safe work practices or procedures that were demonstrated to the worker during orientation.

Procedure Demonstrated	Demonstrated By	Worker Observed (✓)

Section 4 — Personal Protective Equipment Issued

Record any personal protective equipment provided to the worker at the time of orientation.

PPE Item	Size / Specification	Issued (✓)
Hard hat		
Safety glasses / goggles		
High-visibility vest		

WORKER ORIENTATION LOG

Workplace Health and Safety | British Columbia

Steel-toed boots		
Gloves		
Hearing protection		
Respirator / dust mask		
Fall protection equipment		
Other:		

Section 5 — Additional Notes

Record any additional information discussed during the orientation, including site-specific hazards, special procedures, or follow-up training that has been arranged.

Section 6 — Follow-Up Training Required

If any topics require follow-up training or further instruction, record them below along with the planned completion date.

Training Topic	Responsible Party	Planned Completion Date

Section 7 — Acknowledgement and Signatures

By signing below, both parties confirm that the orientation was completed and that the worker received and understood the safety information outlined in this log.

WORKER ORIENTATION LOG

Workplace Health and Safety | British Columbia

Worker

Full Name (print)

Supervisor / Employer

Full Name (print)

Signature

Signature

Date

Date

Record Retention: This completed orientation log should be kept on file for the duration of the worker's employment and for a minimum of three years after employment ends. Retain records as part of the company's health and safety program documentation.