



**OCCUPATIONAL HEALTH AND SAFETY
HEALTH AND SAFETY ORIENTATION**

Revised
June 2nd 2020

Issued
May 3rd 2007

Does this employee have current WHMIS training?

YES / NO

Area One: Front Offices, Sewing

- 1. Complete start-up sheet (New Employees) _____
- 2. Health and Safety Policy with sign off sheet. _____
- 3. Return to work sign off sheet (Returning Employees) _____
- 4. COVID 19 Policy review and Quiz _____
- 5. Explanation of work arrival and screening measures - Use designated doors, temperature check, answer screening questions. _____

Area Two: Main Lunchroom, Washrooms

- 1. Time sheet location and explanation of missed codes _____
- 2. Job Code Explanation _____
- 3. MSDS Library _____
- 4. Incident Log _____
- 5. Main First Aid Station. Other locations shown on shop maps. _____
- 6. Restricted Equipment _____
- 7. Personal Protective Equipment _____
- 8. Workplace Violence and Harassment _____
- 9. Musculoskeletal Disorders _____
- 10. Heat Stress _____
- 11. Explanation of break procedures - use only assigned locations for breaks, physical distancing, sanitization procedures _____

Area Three: Shop Tour

- 1. Evacuation Procedure - Evacuation will be signalled by 3 short blasts of the air horn _____
- 2. Sign In sheet - All employees will sign in and out each day. This sheet is used to take head count in the event of an evacuation. _____
- 3. Safety Equipment maps - These maps indicate the location of fire extinguishers, eyewash stations and first aid kits. _____
- 4. Machine Guarding - Guards are not to be removed and report if not in place. _____
- 5. Under no circumstance will I use any tool or equipment that i am not completely familiar with. _____
- 6. Locations of sanitization stations. Workstations and tools are to be sanitized prior to use. _____



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SHOP TOUR

Sewing and Soft Goods

Bay 1 - Welding and Small Paint Booth

Bay 2 - Paint, Electrics, Props and Offices

Bay 3 - Production Office, Purchasing, Carpentry

Bay 4 - Secondary Lunchroom, Large Paint Booth, CNC

Your Joint Health and Safety Committee (JHSC) members are

Sonya Maheux	Certified Management Co -Chair
Shelly Sharpen	Certified Worker
Pat Fields	Certified Worker Co - Chair
Michele Jones	Worker Rep - IATSE 828
Tom Charlwood	Worker Rep - IATSE 129
Jennifer Nguyen	Worker Rep - Unaffiliated

Employee name _____

Signature _____

Supervisor name _____

Signature _____

Date _____

