Orientation of Persons Other Than Employees Checklist

All persons visiting the worksite will be given an orientation immediately upon arrival on site.

<table>
<thead>
<tr>
<th>Person's Name:</th>
<th>Date:</th>
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<thead>
<tr>
<th>Company:</th>
<th>and contact information:</th>
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<table>
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<tr>
<th>Site Contact Name:</th>
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### Basic Site Safety Rules

- Take reasonable care to protect health and safety of yourself and others on site
- Do not engage in any behavior, including horseplay that may endanger yourself or others
- Follow safe work procedures
- Do not wear (music) ear buds in the worksite (in or out of equipment)
- Do not text while in the workplace unless a safe area is determined by your site contact
- Do not use cell phones for calls or texting while driving on the worksite
- Impairment by alcohol, drugs or other causes is not permitted.
- Report all newly encountered hazards, unsafe conditions, (or acts of others), and close calls to your site contact as soon as possible

### Review Checklist From Regulation

- Location of first aid facilities and means of summoning first aid and reporting illnesses and injuries
- WHMIS 1998/2015
  - Controlled/hazardous product inventory is located:  
  - MSDS/SDS location: __________________________
  - There are four basic issues for each product:
    1. How can this product hurt me?
    2. How do I protect myself?
    3. What should I do in an emergency?
    4. Where do I get more information?
- Emergency procedures contact numbers
- Working alone or in isolation
- Violence, bullying or harassment in the workplace
- Hazards including risks from robbery, assault or confrontation.
- Personal protective equipment
- Hazards (list top 3 as determined by risk assessment):
  1. 
  2. 
  3.  
- Additional info:  
  - Review process to eliminate hazard, control hazard and/or protect worker(s).

### Instructions:

1. Supervisor to enter visitor’s name and date in visitor’s log and give this completed form to the visitor.
2. Visitor must have this form while on site as a reference to important site information.

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Signature of Person

Signature of Site Contact