

Young & New Worker Orientation Checklist

An orientation must be completed before a young or new worker begins working for a new production, venue, or tour. This includes day calls, show calls, load in, and load out. For returning workers who have already had an orientation, inform the worker about any new hazards that have been identified or changes that have occurred. Refer to the Young & New Worker Orientation Interpretation to accompany this checklist.

NAME OF PRODUCTION, VENUE, OR TOUR: _____

WORKER (use a sign-in sheet for group orientations)

Name _____ Position _____

Contact _____ Hire Date _____ Orientation Date _____

TRAINER: Name _____ Contact _____

SUPERVISOR OR DEPARTMENT HEAD: Name _____ Contact _____

JOINT COMMITTEE OR WORKER SAFETY REPRESENTATIVE: Name _____ Contact _____

FIRST AID ATTENDANT: Name _____ Contact _____

SAFETY BOARD LOCATION _____

ORIENTATION TOPICS	TRAINER initials	WORKER initials
(Initial each topic when the worker demonstrates the knowledge or skill. For the person orienting/training use additional paper if necessary for your specific production, e.g., list known hazards.)		
Rights & responsibilities		
Certificate date of completion of Actsafe's Motion Picture Safety Awareness online course or the Performing Arts Safety Awareness workshop. <i>Resources: Motion Picture Safety Awareness Course Performing Arts Safety Awareness Workshop</i>		
General duties and responsibilities of employers, workers, and supervisors. <i>Resource: Your Rights & Responsibilities</i>		
Worker rights and responsibilities: The right to know about hazards, to participate in health and safety activities, and to refuse unsafe work. <i>Resources: Worker's 3 basic rights video Worker Rights Responsibilities toolbox talk</i>		
Worker right to refuse unsafe work process. <i>Resource: Your Right To Refuse Unsafe Work Poster OHS Regulation procedure for refusal Right to Refuse Unsafe Work Process</i>		
Hazards		
Known hazards and the control measures that have been implemented to mitigate the risks. <i>Resources: Risk-Assessments toolbox talk Hazard Identification Workshop</i> Show employer-specific known hazard(s): _____		
Safe work procedures in place to control hazards and mitigate risks. <i>Resources: WSBC Develop Written Safe Work Procedures</i> Discuss/demonstrate employer specific safe work procedures. _____		
Worker responsibility to report hazards and the procedure for doing so. <i>Resources: Reporting Procedures toolbox talk</i>		
Policies and procedures		
Employer occupational health and safety program (including procedures for dealing with injuries and other incidents). Show employer specific health and safety program. _____		

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Working alone or in isolation policy and procedures. Resources: Working Alone toolbox talk Working Alone Or In Isolation fact sheet		
Violence in the workplace policy and procedures. Resources: Violence (WorkSafeBC)		
Bullying and harassment policy and procedures. To report a bullying and harassment incident, contact _____ Resources: Actsafe Anti-Bullying & Harassment Course Bullying & Harassment (WorkSafeBC)		
Workplace Hazardous Materials Information System (WHMIS)		
WHMIS Training certificate completion date. Resources: WHMIS toolbox talk WHMIS Course		
Hazardous materials in the workplace and hazard information on product labels. Show employer specific hazardous materials. _____		
Location, purpose, and significance of safety data sheets (SDSs), as well as how to handle, use, store, and dispose of hazardous materials safely. Show and discuss employer specific location. _____		
Procedures for an emergency involving hazardous materials, including clean-up of spills Per WHMIS training _____		
First aid assessments and incident reports		
First aid kits and eyewash station locations. Show employer specific location. _____		
How to report an illness, injury, or incident (including near misses). Resources: Employer's Report of Injury or Occupational Disease Report (WorkSafeBC) First Aid Assessment Worksheet Coming soon: Emergency Transportation Fact Sheet First Aid Drills Fact Sheet First Aid Drill Record Template First Aid Fact Sheet First Aid Assessment Tool		
Psychological safety and mental health Resources coming soon: Reflect and Reconnect		
Emergency Procedures		
Emergency exits, muster points, and alarm locations. Show employer specific location. _____		
Fire extinguisher locations. Resources: Fire extinguisher — Portable (CCOHS) Show employer specific location. _____		
Emergency procedure Resources: Emergency Plan Poster Emergency Preparedness — Get Prepared (Government of Canada) Emergency Response Plan Template Workplace Emergency Preparedness Plan info sheet Discuss employer specific emergency procedure. _____		
Personal protective equipment (PPE)		
Resources: Personal Protective Equipment (PPE) performing arts safety bulletin Show employer specific (PPE) on what to use, where to find and when to use. _____		
Safety Culture		
Safety Culture Resources: 10 Safety Culture Tips Discuss employer safety culture. _____		

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Young & New Worker Orientation Interpretation

This document references the Young & New Worker Orientation Checklist. Refer to [Young or New Workers OHS Regulation. 3.22 - 3.25](#)

OHS Regulation section 3.22, Young or new workers definitions

When is an orientation required for workers?

Orientations must be completed for all *young, new* and *returning workers* before they start working at a new venue or production. This includes day calls, show calls, load in, and load out.

A *young worker* is any worker under the age of 25 regardless of work experience.

A *new worker* is a worker who has never worked in this workplace before.

A *returning worker* is a worker returning to a workplace where hazards have changed during their absence, workers affected by a change in the hazards of a workplace, or workers relocated to a different workplace with hazards different from the hazards in the previous workplace.

An *initial orientation* is required every time a worker begins work at a new workplace. This includes venues, building events, outdoor festival spaces, theatres, and arenas. Orientation is not required when a worker who has had an initial orientation returns or is reassigned in the workplace or location where there are no new hazards or changes that may affect the worker.

Additional orientation is required whenever there is a change in the work location or in the hazards that may affect the worker's health and safety. The only additional orientation required would be the identification of new or site-specific hazards, or changes in emergency procedures (i.e., first aid location and contact information).

OHS Regulation section 3.23, Young or new worker orientation and training

Who is responsible for conducting orientations?

It is the employer's responsibility to train supervisors to orient their workers. Supervisor positions may include department heads, labor crew chiefs, operations crew, venue management, tour heads, and key/lead personnel.

Supervisors need to have the knowledge, skill, and understanding of their department and specific activities (e.g., special effects, stage management, risk-inherent task and areas, show and performance specifics) to conduct the orientation.

What is required for orientations?

Provide tour or production orientation material to department heads to deliver throughout the call, including an overview of show-specific orientation. Orientations must include the following, as noted in the orientation checklist:

- Rights and responsibilities of the employer, supervisors, and workers
- Workplace hazards
- Employer health and safety program
- Workplace Hazardous Materials Information System (WHMIS)

- First aid assessments and incident reports
- Emergency procedures
- Personal protective equipment (PPE)

How are orientations conducted?

Conduct a site walk-through and initialize the orientation topics that the worker demonstrates knowledge on. Individual orientations can be completed with workers as they arrive, or a group orientation can be conducted. Provide a copy of the Young & New Worker Orientation Checklist to the young or new worker and the person/trainer doing the orientation, either as a hard copy or in electronic format. Each worker needs their own checklist that they initialize to demonstrate their knowledge and understanding of orientation topics.

Workers can receive an orientation in person, by phone, email or virtual meeting if they are working alone or will be the first person on a site. However, workers must be advised of site-specific hazards and emergency procedures in advance. The person doing the orientation must keep notes of phone orientations. Email orientations require an acknowledgment response.

OHS Regulation section 3.24, Additional orientation and training

What additional orientation and training requirements are there?

Supervisors need to conduct ongoing workplace observation and job-task analysis for young and new workers. If a young or new worker cannot perform the work within the legal requirements while also maintaining best practices and safe work procedures, they must receive additional orientation and training.

Additional orientations must be provided for young and new workers when there is a change of department. Young and new workers who are not familiar with the job-tasks of any position can request additional orientation and training that is specific to the work conducted in that department.

OHS Regulation section 3.25, Documentation

What documentation is required for due diligence?

Employers must keep records of all orientation, training, safe work procedures, workplace hazards, and worksite risk assessments for workers to review. In addition, supervisors need to keep a record of all supplementary documents as they apply to the topics covered in this orientation checklist (e.g., crew call sheets, emails, production notes of specific hazards, notes in the supervisor's logbook, and production or venue advance and dispatch notes).



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