

Appendix D
Student, Short Term Guest and Visitor
Orientation Checklist

Name: _____ Employee ID: _____

Signature: _____

Supervisor Name: _____

Supervisor Signature: _____

Date: _____

Orientation Checklist :

- ø Define the Scope of work with the student
- ø Review and complete the Job Hazard Questionnaire (JHQ)
- ø Review EH&S Training Profile and on job training
- ø Identify fire exits, fire extinguishers and emergency assembly area
- ø Discuss hazards related to work and implemented hazard control
- ø Introduce the student to key safety resources:
 - Department Safety Coordinator
 - EH&S Liaison
 - On Job Supervisor
 - Building & Lab Space Manager
 - Other personnel _____
- ø Teach the integrity of science, including working safely
- ø Orient Lab personnel to safety issues related students' presence in the lab
- ø Other: