

# Jobsite orientation Record for Employee and Subcontractor



Health and Safety orientations are required under the B.C. Occupational Health and Safety Regulations. This form is to be completed before the start of work on a jobsite. The orientation is specific to the jobsite and must be performed for each individual jobsite.

### Instructions:

1. Please watch the jobsite specific orientation video online at [www.westbow.ca/safety](http://www.westbow.ca/safety)
2. Form is to be filled out by individual. Below check box's to be checked off as video is reviewed. Document then signed, dated and given to a site staff member, or left on the site supervisors office desk
3. Completed form is to be documented and saved.

Jobsite: \_\_\_\_\_

Company: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Contact phone number: \_\_\_\_\_

### Orientation Checklist:

<input type="checkbox"/> Site contact information	<input type="checkbox"/> Working in excavations
<input type="checkbox"/> Site Map and emergency locations	<input type="checkbox"/> Emergency procedures
<input type="checkbox"/> Fire extinguishers	<input type="checkbox"/> Guard railings
<input type="checkbox"/> Unsafe conditions, rights and responsibilities	<input type="checkbox"/> Electronic distraction
<input type="checkbox"/> Onsite Hazards	<input type="checkbox"/> House keeping and clean up
<input type="checkbox"/> Working alone or in isolation	<input type="checkbox"/> Equipment operating and certificates
<input type="checkbox"/> Bullying, harassment and violence	

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor signature:

\_\_\_\_\_

Employee signature:

Date: \_\_\_\_\_

*By signing this document, you are stating you have gone through the Westbow orientation process and agree to follow Westbow OH&S policy and employed company policies based on WCB's safety requirements for the trade, work environment, and equipment being used. You are also taking responsibility to assist in creating a safe work environment as its everyone's responsibility, and not just the prime contractor.*