

# Workers Safety Training Record | Front

Worker's Name:

Company Name:

Start Date:

Present Supervisor's Name

## New Worker Awareness Training:

- ✓ Responsibilities:
- ✓ How the OHSA works
- ✓ Right's Know
- ✓ Common Hazards
- ✓ Less Visible hazards
- ✓ Ways to protect workers
- ✓ WHMIS
- ✓ Right to Participate
- ✓ What to do if you see hazard
- ✓ Health and safety worker representative
- ✓ Safety Bulletin board
- ✓ Reporting incident, accident and near misses
- ✓ Right to refuse unsafe work.
- ✓ Where to find more information and resources

<https://www.labour.gov.on.ca/english/hs/elearn/worker/index.php>

Completion date:

Worker's Signature.

Trainer:

## What's Next? Tour of the workplace and next steps to training:

- Procedure to report health and safety concerns, incident, accident or near misses
- What's required to be worn for personal protective equipment
- Where is the health and Safety Bulletin Board
- Where is the first aid kit
- What is the company's emergency plan
- MSDS binder?
- What the company's workplace Violence and harassment policy
- Where is the OHSA
- Who sit on the company Health and safety committee? - Is it posted?

Supervisors name that reviewed the following with worker is:

\_\_\_\_\_

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

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Specific hazards in your workplace:  
List of specific hazards discussed with workers are:

	Hazard	Supervisor who review hazard.	Date Reviewed
1.	WHMIS	_____	_____
2.	Workplace Violence & Harassment	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____

Ontario Occupational health and safety Act (OHSA) defines a Supervisor as anyone who “has charge of a workplace or authority over a worker.”

## Supervisor Awareness Training – 2014

- ✓ Definition of Supervisor
- ✓ Importance of the supervisor
- ✓ Duties and Role of the Supervisor
- ✓ Internal responsibility system – Responsibilities of Employer, Supervisor and Worker
- ✓ Communication
- ✓ Review Workers Rights
- ✓ Know your hazards
- ✓ Investigate accidents – RACE
- ✓ Monitoring the work
- ✓ Getting Help – Inside the company and outside the company
- ✓ WSIB – Return to work program
- ✓ Review – Be a Role Model

<https://www.labour.gov.on.ca/english/hs/elearn/supervisor/index.php>

Completion Date:

Worker’s Signature.

Trainer: