

Arkay Contracting Ltd.

New and Young Worker Orientation

Worker name	
Hired position	
Date of orientation	
Arkay Representative	

☐ Yes ☐ No Young worker below the age of 25
☐ Yes ☐ No New to the construction workforce (less than 5 years of construction experience)
☐ Yes ☐ No Do you have specialized experience. If yes, please check all that apply:
 ☐ carpenter helper ☐ skilled labour ☐ TCP ☐ power drill
 ☐ reciprocating saw ☐ circular saw ☐ rotary cutter
 ☐ concrete grinder ☐ hammer drill ☐ other*

*If you checked other please describe:

	Worker initials	Arkay initials
Rights and responsibilities: (general responsibilities of hired sites, supervisors, workers)		
Right to Know, Right to Participate, Right to Refuse		
Procedure for work refusal		
Checking for hazards		
Reporting unsafe work conditions		
Respiratory protection requirements		
WHIMIS		
Fall protection requirements		
PPE proper use		
Arkay safety expectations		

Requesting PPE		
On-site air horns and fire extinguishers		
Muster point		
Control zones		
Traffic controlled zones		
Injury prevention (stretching)		
Exposure control plans		
Power tools – am I competent to use a power tool? ___ Yes ___ No		
Contacting First Aid (contact numbers and summoning emergency first aid)		

Comments / Questions / Requested PPE

Worker Signature:	
Arkay Representative Signature:	
Date:	