



Supervisor Health and Safety Checklist

New and young workers



For more information, contact your local WSN Health and Safety Specialist.



1-888-730-7821 Toll-free Ontario
705-474-7233
workplacesafetynorth.ca



New and Young Worker Health and Safety - Supervisor Checklist

Have	Need	Supervisor
		Introduced to worker and provided with and reviewed: <ul style="list-style-type: none"> • Comprehensive Employee Profile • Restrictions or conditions of employment • Exact job description or tasks to be performed
		Established a schedule to meet with the employee regularly: <ul style="list-style-type: none"> • Throughout First Day on the job multiple times • Throughout First Week on the job multiple times • Throughout First Month on the job multiple times
		Introduced New or Young Worker to everyone on their crew
		Reviewed expectations with the New or Young Worker's Mentor and given appropriate instructions
		Met with New or Young Worker on first day to ensure employee is identifiable — utilizing company's visual differentiation format (e.g. T-Shirt, Hard Hat, Tracking Mechanisms, etc.)
		Reviewed the New or Young Worker's pledge to better understand what motivates the employee
		Documented interactions with not only New and Young Worker, but all employees regarding positive observations or opportunities for improvement such as ensuring workers are using equipment properly
		Reviewed job hazards or dangers with the New and Young Worker
		Had meaningful conversations with employee regarding personal reasons to stay safe at work
		Opportunity to meet or speak with the Young Workers parent(s)/guardian(s)
		Throughout the Mentorship program, the supervisor must ensure that; <ul style="list-style-type: none"> • Workers are trained appropriately to work safely • Follow the law and the company's safety rules • Ensure all workers understand the training by verifying competency and effectiveness
		Continuously monitored and reviewed the competency evaluation results from the mentorship process and acted on any deficiencies

Date completed:

Signature:

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