

WORK ORIENTATION CHECKLIST



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Work Orientation Checklist

Name, street address, phone number, email address, website of organisation / company

Name, street address, phone number, email address of workplace

Person receiving orientation

Inductor

Orientation begins

Orientation ends

Orientation Principles

Orientation means all those measures that help the new employee familiarise themselves with

- their workplace and its practices
- the people at the workplace
- their work tasks, how to do them and
- what expectations the work entails safely, healthily and smoothly.

Everyone entering a new job requires orientation: full-time, part-time, temporary, seasonal, campaign and agency employees. The orientation plan can be drafted individually, in which case it should consider such factors as the length of the employment relationship and the employee's expertise, experience, education and cultural and language background. If the work tasks or working conditions change, employees must receive orientation regarding the changes. After a lengthy absence, a repeat is in order.

The employee's supervisor is responsible for organising the orientation according to instructions from management. The practical orientation work can be assigned to a mentor. Act on Labour Protection emphasises the employer's responsibility to provide safe and healthy employee orientation. The person receiving orientation has the right to ask questions regarding the orientation and the things they are learning.

This orientation checklist contains an itemised list of matters to bring up during orientation to support the planning and realisation of the orientation. Both the mentor and the person receiving orientation use this checklist to monitor and ensure that the intended learning outcomes are reached. This checklist may be copied, shortened or expanded at workplaces.

Mentor
Instruct
Repeat
Review learning!

Person receiving orientation
Find out about things!
If you do not know, ask!
Monitor your own learning!

Work Orientation Checklist

Mark the boxes with a check mark or date when the corresponding issue has been taught and when the learning has been checked. Alter or complement the list as needed.

Part 1 Matters related to the operation of the organization or company

Organisation / company, its operations and customers		
	Taught	Checked
<ul style="list-style-type: none"> the company's mission statement, business and service idea 		
<ul style="list-style-type: none"> the company's ownership 		
<ul style="list-style-type: none"> customers and their expectations 		
<ul style="list-style-type: none"> further information about the company: brochures, internet, intranet etc. 		
<ul style="list-style-type: none"> competitors 		

Organisation and staff		
	Taught	Checked
<ul style="list-style-type: none"> organisation and offices 		
<ul style="list-style-type: none"> management, supervisors, employees 		
<ul style="list-style-type: none"> different units, key persons in the different units 		
<ul style="list-style-type: none"> mentor and their substitute 		
<ul style="list-style-type: none"> co-operation representatives and occupational safety (OSH) organisation <ul style="list-style-type: none"> shop stewards OSH Manager OSH representatives and deputees OSH committee OSH ombudsmen 		
<ul style="list-style-type: none"> initiative committee 		

Mode of operation at the organisation / company		
	Taught	Checked
<ul style="list-style-type: none"> surveying the initial situation, language and culture, ensuring understanding, monitoring, taking notes 		
<ul style="list-style-type: none"> values of the organisation / company: what is considered important? 		
<ul style="list-style-type: none"> what is expected of staff? 		
<ul style="list-style-type: none"> outward appearance, demeanour, uniform, clothing, footwear 		
<ul style="list-style-type: none"> customer service and sales work 		
<ul style="list-style-type: none"> use of phones, mobile devices and ICT: work-related matters, data security, private matters 		
<ul style="list-style-type: none"> obligation of secrecy: matters of the company and matters of the customers, confidentiality 		
<ul style="list-style-type: none"> meaning of punctuality 		
<ul style="list-style-type: none"> initiative 		

Date

Person receiving
orientation

Inductor

Part 2 Matters related to the employment relationship

Employment contract, terms and conditions of employment, working time and shifts		
	Taught	Checked
• applicable collective agreement / name of collective agreement		
• form of employment relationship: permanent, fixed-term		
• trial period and its significance		
• hygiene passport, alcohol proficiency certificate, Occupational Safety Card or other such documents		
• working hours and shifts, change of shifts, overtime, breaks		
• holidays, sickness absences, other absences, notification and agreement practices concerning absences		
• course of action in substance abuse or functional dependency situations		

Matters related to salary		
	Taught	Checked
• how the salary is defined		
• salary and how it is paid		
• bonuses, sick pay		
• holiday pay, holiday bonus and compensations		
• tax card		
• fringe benefits		
• travel expenses		

Termination of the employment relationship		
	Taught	Checked
• period of notice		
• holiday compensation		
• how severance pay is paid		
• testimonial of service		

Occupational healthcare		
	Taught	Checked
• contact information and contact persons		
• occupational healthcare services, new employee health examination		
• survey of the workplace		
• health examinations, work tasks with an elevated risk of illness		
• notification practices concerning sickness absences		
• model for work ability management / early support		

Date

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Inductor

Part 3 Workplace practices

Workplace facilities, work environment		
	Taught	Checked
• location of the workplace, access control, keys		
• supervisor, colleagues, their work tasks		
• customers, other stakeholders		
• practices of the unit		
• practices and rules for remote work		
• work station, access roads, emergency exits, social facilities		
• parking, the workplace's traffic rules		
• cleanliness, orderliness, hygiene		
• environmental matters, waste management		
• other units and their location		
• dangerous areas		
• identification and evaluation of occupational hazards		
• occupational safety and health policy		

Matters related to safety, property protection

	Taught	Checked
• property protection, monitoring and/or alarm system		
• course of action in threatening or violent situations		
• safety plan, course of action in case of fire or other accident		
• first aid cabinet, first aid instructions, course of action in a medical emergency or fit of illness		
• phone numbers in an emergency		
• safety notifications		
• rights and responsibilities concerning occupational safety		
• travel guidelines		
• statutory accident insurance and occupational accidents		

One's own work

	Taught	Checked
• work tasks and areas of responsibility, working instructions		
• goals, quality and planning of one's own work		
• significance of one's work in relation to the whole, in-house co-operation		
• safe and healthy way of conducting the work		
• machines, devices, tools <ul style="list-style-type: none"> - operating manuals - disruptions, maintenance 		
• use of aids		
• personal protective equipment and work clothes <ul style="list-style-type: none"> - use, upkeep, maintenance 		
• working positions and movements, moving of furniture and tools		
• recovery, counter-motions to work motions		
• developing one's work tasks, risk factors related to the tasks		
• notifications of faults and shortcomings		
• working in the premises of a customer or another employer		
• remote work and multi-location work		
• where and/or from whom one can find more information and support for work		
• typical stress factors and protection against them		
• course of action in situations of harmful workload, improper treatment, harassment or discrimination		

Training and in-house communication		
	Taught	Checked
• orientation material and its use		
• feedback discussions with the mentor and/or supervisor, evaluation of the orientation		
• training opportunities		
• bulletin board, meetings, notifications, intranet		
• use of social media while at work, photography		
• online interaction and practices		
• collective agreement, legislation, statutes, guidelines		
• professional literature and magazines		

Other matters (expand as necessary)		
	Taught	Checked
• opportunities for sports and recreation		
• upkeep of ability to work and function		
• insurance and retirement matters		
• company housing		
• other employee services and benefits		

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Notes

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