

Orientation provided by the user company

Temporary agency worker
Work task
User company/department
Person responsible for orientation

Subject of orientation	Orientation date	Employee's signature
General orientation		
Workplace introduction		
Introduction of the supervisor/contact person and personnel		
Movement, access control, access permits, keys		
Personnel facilities		
Working hours, breaks		
Appropriate clothing		
Use of phone and information technology, as well as information security		
Occupational safety and health representative and their contact details		
Participation in user company meetings, training and recreational activities		

Subject of orientation	Orientation date	Employee's signature
Orientation by task		
Task-specific orientation		
Tools, machinery, equipment <ul style="list-style-type: none"> • User instructions • Protective equipment and their use 		
Safe ways of working <ul style="list-style-type: none"> • Safe working methods and working environment • Workload factors and hazards of the task and how to prepare for them • Reporting shortcomings and defects • Reporting harassment and other inappropriate treatment 		
Emergencies		
Procedure in case of fire and other accidents		
First aid procedure		
First aid cabinets, fire extinguishers, emergency exits		
Other instructions and notification procedures		
<p>The above matters have been reviewed with me. In addition, I agree to follow the occupational safety instructions given to me and to use the personal protective equipment and other equipment I have received.</p>		
Date		
Temporary agency worker	User company representative	