Onboarding Training Plan Template : Checklist

For HR teams, safety coordinators and frontline supervisors. Adapt every item to your site, equipment and written procedures.

Checklist

- ■ Hazard covered: new hires starting work before orientation
- ■ Hazard covered: information overload on day one
- ■ Hazard covered: unknown emergency exits and muster points
- ■ Decision practiced: identify the restricted areas
- ■ Decision practiced: ask for help when unsure
- ■ Decision practiced: confirm understanding before starting
- ■ Decision practiced: know who to report a hazard to
- ■ Hands-on part done: a supervised first shift
- ■ Hands-on part done: paperwork and policy acknowledgements
- ■ Hands-on part done: the site buddy or mentor program
- ■ Review question: was understanding confirmed?
- ■ Review question: were exits and equipment located?
- ■ Review question: were restricted areas recognized?

Stays hands-on and in person

- • a supervised first shift
- • paperwork and policy acknowledgements
- • the site buddy or mentor program

This checklist supports, and does not replace, required training, supervision or evaluation. It does not certify anyone.