**New Hires**

Occupational Health and Safety Orientation (OHS) must be completed within the 1st week for new hires. Use the table to track orientation and training for new hires. For a list of mandatory training courses and site specific health and safety orientations, consult the Environment, Health and Safety department’s webpage at [ucalgary.ca/safety/courses](http://www.ucalgary.ca/safety/courses).

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name (First, Last)** | **Job Description / Business Title**  | **Start Date** yyyy/mm/dd | **OHS Orientation Completed** | **Site Specific Health and Safety Orientation**  | **Hazard Assessment Training Completed** | **Job Specific Training Completed** | **Job posting & resume retained Yes / No** | **Manager / Supervisor Training** |
| **Incident Reporting and Investigation Training** | **Other**  |
| Click here to enter text. | Click here to enter text. | Click here to enter a date. | Click here to enter a date. | Click here to enter a date. | Click here to enter a date. | Click here to enter a date. | Choose an item. | Click here to enter a date. | Click here to enter a date. |
| Click here to enter text. | Click here to enter text. | Click here to enter a date. | Click here to enter a date. | Click here to enter a date. | Click here to enter a date. | Click here to enter a date. | Choose an item. | Click here to enter a date. | Click here to enter a date. |