

# New Hire Checklist: Health & Safety, HR & IPAC Requirements (Ontario)



## *Health & Safety (H&S)*

- ☐ Provide new hire with an overview of workplace health and safety policies and violence and harassment policy. Introduce employee to the Health & Safety Representative or Joint Health & Safety Committee (JHSC), and train on reporting workplace injuries or illnesses.
  - ☐ Ensure new hire is aware of potential hazards in their role and work environment, including specific safety measures for equipment handling, lifting techniques, and machinery use. Provide training on how to identify hazards, assess potential risks in the workplace, and report to their supervisor.
  - ☐ Ensure new hire completes mandatory legislated training ([see how IPAC Consulting's all-in-one suite of courses can help](#)) and, if applicable, provide first aid and CPR training. Employee should also be familiar with fire safety protocols, including fire drills and fire extinguisher use.
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## *Human Resources (HR)*

- ☐ Collect completed employment forms (e.g., tax forms, direct deposit), verify the employee's eligibility to work in Ontario (e.g., SIN, work permit), and confirm receipt of the employee handbook or code of conduct. If applicable, review benefits eligibility and enrollment options (e.g., health benefits, pension). Ensure all emergency contact details are recorded (e.g., family, physicians).
  - ☐ Review the pay schedule (e.g., bi-weekly, monthly), ensure new hire understands overtime, vacation, and sick leave policies, and confirm payroll deductions and tax withholdings.
  - ☐ Provide a written job description with roles, responsibilities, and performance expectations. Set clear goals and discuss the probationary period and performance review timeline.
  - ☐ Review key workplace policies (e.g., attendance, punctuality, dress code, breaks), explain confidentiality and privacy policies related to personal data, and go over guidelines for social media, personal conduct, and conflict resolution.
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## ***Infection Prevention and Control (IPAC)***

- ☐ Provide new hire with overview of **routine practices** and **risk assessments** to ensure employees can identify potential hazards in their roles. Including the importance of **hand hygiene** (handwashing and hand sanitizers, proper **personal protective equipment (PPE)** use). Review **environmental cleaning** protocols (sanitation of workspaces, high-touch surfaces, **waste management** procedures).
- ☐ Review the basics of **reprocessing** (cleaning, disinfecting, sterilizing), with a focus on **PPE** used during reprocessing and the specific procedures for **cleaning** and **disinfecting** tools and equipment to prevent cross-contamination.
- ☐ Ensure new hire is trained to ensure all steps in the reprocessing cycle meet required quality control standards for cleanliness and sterilization.