



**DAISHOWA-MARUBENI
INTERNATIONAL LTD.**

**ENVIRONMENTAL MANAGEMENT SYSTEM
NEW EMPLOYEE ORIENTATION CHECKLIST**

Peace River Pulp Division

Functional Area:
ALL OPERATIONAL AREAS

Form:
CHK-008

SECTION 1 GENERAL INFORMATION

EMPLOYEE NAME:	HIRE DATE:
POSITION:	EMPLOYEE NUMBER:

SECTION 2 ORIENTATION REQUIREMENTS

Orientation Topic	Required	Frequency	Trainer	Date Completed
Forest Resources Employee Orientation Video	All	Once		
Fire Protection Plan	All	Annually		
Forest Resources Emergency Preparedness and Response Plan	All	Annually		
Medical Safety Awareness - see note 2	Field Staff	Annually		
Forest Resources EMS Orientation	All	Annually		
Forest Resources Hazard Assessment Review	All	Once		
Forest Resources Policy Review	All	Annually		
Summer Staff Orientation	Summer Staff	Annually		

SECTION 3 ADDITIONAL TRAINING REQUIREMENTS

NOTE: Refer to Training Matrix for applicability by position	Required	Committed	Completion Time Frame
Defensive Driving	<input type="checkbox"/>	<input type="checkbox"/>	
TDG	<input type="checkbox"/>	<input type="checkbox"/>	
First Aid	<input type="checkbox"/>	<input type="checkbox"/>	
ATV	<input type="checkbox"/>	<input type="checkbox"/>	
Bear Awareness	<input type="checkbox"/>	<input type="checkbox"/>	
Wildfire Orientation (includes- ICS-100)	<input type="checkbox"/>	<input type="checkbox"/>	
Principles of Fire Behavior	<input type="checkbox"/>	<input type="checkbox"/>	
Safety on the Fire line	<input type="checkbox"/>	<input type="checkbox"/>	
H ₂ S Alive	<input type="checkbox"/>	<input type="checkbox"/>	
Woodlands Spill Response	<input type="checkbox"/>	<input type="checkbox"/>	
ICS-200	<input type="checkbox"/>	<input type="checkbox"/>	
Chainsaw Safety	<input type="checkbox"/>	<input type="checkbox"/>	
Brush saw Safety	<input type="checkbox"/>	<input type="checkbox"/>	
Lead Auditor Training	<input type="checkbox"/>	<input type="checkbox"/>	
Pesticide Applicator Training	<input type="checkbox"/>	<input type="checkbox"/>	
Dozer Boss	<input type="checkbox"/>	<input type="checkbox"/>	
Firearms Training	<input type="checkbox"/>	<input type="checkbox"/>	

Supervisor Signature:	Employee Signature:
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Note 1: Orientation should include explanation of keys/locks; sheds/storage; fueling trucks; car wash account; petty cash; Safety Meetings; drills & evacuation; introduction to staff; Check-in Procedure, equipment sign out, PPE requirements for mill/active operations and internet usage.

Note 2: While considering "CONFIDENTIALITY", intent is to share information of those conditions that may become a safety issue in the field, (I.E Asthma, Allergies, Diabetes, critical medications, etc). Topics for discussion should include use of EPIPEN.

