**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).

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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** |
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