

# LEADER PRESENTATION CHECKLIST

## Preparing a New and Young Worker Orientation

This tool can be used to assist in preparing a new and young worker presentation.

- You have received our safety information including **Worker/Employer Rights & Responsibilities, the Disney Safety Hotline AND the Code of Safe Practices** in your handout.
- You have the right to **refuse unsafe work**. If you believe that performing a job or task puts you or someone else at risk, you must not perform the job or task. You must immediately report unsafe conditions to your supervisor.
- Any **acts of violence or threatened acts of violence** will not be tolerated. If you are affected by a threat or have reasonable cause to believe you are at risk of injury due to a threat, you must notify your supervisor immediately. All such reports will be fully investigated.
- **POINT OUT FIRE EXTINGUISHER LOCATIONS**
- **POINT OUT FIRE EXIT(S) LOCATIONS**
  - Fire lanes are to be kept clear at all times. Do not block exit doors or walkways.
- **POINT OUT MUSTER STATION LOCATION**
  - In case of emergency, make your way to the Muster Station. Whenever possible, stay with your department.
- **NAME FIRST AID ATTENDANT, POINT OUT THEIR LOCATION AND LOCATION OF FIRST AID ROOM/TENT.**
  - Report ALL injuries to your supervisor.
- **NAME ANY SAFETY HAZARDS APPLICABLE FOR THE DAY**  
(rain/smoke/candles/stunts/animals etc.)
  - - Watch out for cables/wet surfaces (tripping hazards) or falling objects/street traffic (safety concerns).
- **REVIEW ANY WHMIS/SDS, PPE AND WORKING ALONE PROCEDURES WITH NEW CREW**  
(if applicable)
- **NOTES:**