



Advanced Explorations Inc. Camp Orientation Checklist

To be carried out by an on site supervisor.

Name of supervisor: _____

Date: _____

Camp: _____

Check	Item	Points of Interest	Location (ex: Tent #)	Comments
Important Locations				
	1	First Aid Tent		Paramedic on site, make sure you are aware of location. Emergency Information to be completed by all!
	2	Muster Points		Make sure you are aware of locations.
	3	Site Supervisor Office		Make sure you are aware of location.
	4	Drill Foreman Office		Make sure you are aware of location.
	5	General Office		General use phone and computer, keep it brief.
	6	Washrooms		Make sure you are aware of location.
	7	Showers		Make sure you are aware of location.
	8	Laundry		Make sure you are aware of location.
	9	Kitchen & Dinning facilities		Be aware of Breakfast, Lunch and Dinner times.
	10	Camp Power Station & Work Shop Storage		Stay out unless authorized.
	11	Camp Incinerator & Garbage processing area		Stay out unless authorized.
Equipment				

	12	Vehicles		For working on the job, not toys. Beware of patchy terrain. Helmets are mandatory. Vehicle operation training mandatory.
	13	Fire Extinguishers		Make sure you are aware of locations.
	14	Personal Protective Equipment		If you are missing something, see Site Supervisor.
Rules & Responsibilities				
	15	Safety Meetings		Be aware of weekly time and location of meetings.
	16	Camp Housing Rules		No smoking in the tents, any problems see camp manager.
	17	Zero Tolerance for Drug or Alcohol Consumption or Possession		No drugs or alcohol on site.
	18	Leaving Camp		Make sure you have communication with you and know how to use it. Advise Site Supervisor.
	19	Job Safety Plan		Become familiar with the plan and forms
	20	Emergency Plan and Contacts		Make sure you are familiar with the emergency plan and emergency contacts, including where to locate them in the event of an emergency.
Environmental Awareness				
	21	Environmental Footprint		Keep it small. Pick up garbage and put cigarette butts in ashtrays.
	22	Archaeological Sites		Be aware and report to Site Supervisor.
	23	Wildlife Encounters		Be aware and report all wildlife sightings to the Wildlife Monitor and Site Supervisor.
Spills				
	24	Oil and Hazardous Material Spill Contingency Plan		Become familiar with the plan.
	25	Spill Incident Responsibilities		Notify Site Supervisor immediately. Refer to Oil and Hazardous Material Spill Contingency Plan in the office.
	26	Spill Response Materials		Make sure you are aware of where all of the spill response materials are located.
	27	Spill Response Training		Ensure all employees are adequately trained in the use of spill response materials in the event of an incident.
Orientation Forms				
	28	Orientation Sign-Off Sheet		To be signed by all employees after orientation meeting

	29	Emergency Notification Form		To be filled out by all employees
	30	Camp Personnel Location Board		List all tent and bed locations for all employees
	31	Hep B & C Shot letters		As required

Additional Points of Interest (list):

Signature: _____

Date: _____