

# New Employee Safety Orientation Training Checklist

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

## Checklist of orientation items:

- Elements of the company safety program, policy and procedures.
- Function of the safety committee and committee members.
- Job specific safety rules.
- How, when, and where to report injuries/incidents.
- Hazard awareness: how to identify and report unsafe conditions.
- Fire and emergency evacuation plan
- Location and use of fire extinguishers.
- Location of first aid supplies.
- Hazard Communication Program (Chemical safety).
- Location and use of MSDS's and emergency eyewash/shower facility.
- Personal Protective Equipment: location, care and proper usage
- Safe lifting practices, work-related Muscular Skeletal Disorder Syndrome.
- Horseplay, housekeeping, safety through professionalism.
- Workers Compensation: transitional duty is available for work-related injuries/illnesses.
- Additional training requirements for specific job assignments.

*I acknowledge that the above safety items were discussed with me. I understand all the above information that has been presented to me and will bring forward to my supervisor any questions that arise. I accept responsibility for maintaining a safe and healthful work environment.*

Date: \_\_\_\_\_ Employee: \_\_\_\_\_