



New Employee Safety Orientation Checklist

****Note: May need to add/review additional safety items based on the work you are doing below. Make sure to cover all site-specific safety issues. All new hires MUST have a site specific new hire safety orientation that is documented.**

Checklist of orientation items:

- Elements of the company safety program, policy and procedures.
- Function of the safety committee or crew toolbox meetings.
- Job specific safety rules and expectations.
- 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.
- Global Harmonization Systems (GHS).
- Location and use of Safety Data Sheets (SDS).
- Personal Protective Equipment: location, care and proper usage.
- Horseplay, housekeeping, safety through professionalism.
- Additional training requirements for specific job assignments.

Check any that apply:

- | | |
|---|---|
| <input type="checkbox"/> PPE | <input type="checkbox"/> Back Safety |
| <input type="checkbox"/> Fall Protection | <input type="checkbox"/> Equipment Safety |
| <input type="checkbox"/> Slip, Trips or Falls (STOFs) | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Ladder Safety | <input type="checkbox"/> Other: _____ |

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.

Employee Signature: _____ Date: _____

Supervisor: _____ Date: _____

*****Place into employee file*****