

JOB SAFETY TRAINING FOR NEW OR TRANSFERRED EMPLOYEES

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|--|-------|-------------|-------------|
| Last Name | First | MI | Department: |
| Position/Job Title: | | Supervisor: | |
| FIRST DAY SAFE JOB INTRODUCTION – CHECK ALL ITEMS AS COVERED. | | | |

1. BASIC SAFETY

- Personal information
- Company interest in safety
- Right to know law

2. PERSONAL PROTECTIVE EQUIPMENT

- Eye protection
- Hearing protection
- Safety shoes
- Special department equipment

3. CARE OF ALL ACCIDENTS

- Make sure the employee understands what to do after an injury
- Explain that accidents must be reported immediately to a supervisor

4. EMPLOYEE'S RESPONSIBILITY TO FELLOW WORKERS

- Explain how personal safety is everybody's job

5. EXPLANATION OF GENERAL AND DEPARTMENTAL SAFETY RULES

- Explain rules
- Advise employee to study rules – give written copy of rules
- Encourage employee to ask questions

6. JOB INSTRUCTION

- Illustrate methods of performing the job & question employee's understanding
- Show employee the safest way to perform the job
- Review employee's ability and knowledge while performing the job

7. AWARENESS AND INTEREST SHOWN BY EMPLOYEE

- Good
 Fair
 Poor

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| NOTES/COMMENTS: | |
| Employee's Signature: | Date: |
| Supervisor's Signature: | Date: |
| Manager's Signature: | Date: |