



Employee Safety Orientation Checklist

Instructions: Each employee will receive a safety orientation before beginning work. Please check each item that was covered in the orientation.

The employee (name) _____ has been:

- Informed about the elements of the written safety program that outlines the company's safety efforts.
- Informed about monthly safety meetings.
- Advised to report all injuries and shown how to do this.
- Advised to report all hazards to her/his supervisor and shown how to do this.
- Informed about all machinery hazards and if < 18 years of age, instructed about prohibited duties.
- Informed about all other hazards and ways to protect themselves (i.e., chemicals, use of ladders, slippery floors, etc.)
- Shown where the first aid supplies are located and who to call for first aid.
- Advised what to do during any emergencies that could be expected to occur.
- Shown how to operate a fire extinguisher.
- Informed of and trained on chemical hazards according to the Hazardous Chemical Communication Program training requirements including how to read a label and precautions to take when using them.
- Trained on the safe methods to perform the specific job the employee was assigned including any hazards associated with that job, and emergency action procedures.

Date of initial job assignment: _____

- Provided any formal training required to do his/her job, such as proper lifting, lock-out/tag-out, ladder safety, defensive driving, machine guarding, personal protective equipment and spill clean-up etc.

Date of initial job assignment: _____

The signatures below document that the above orientation was completed on the date listed. Both parties accept responsibility for maintaining a safe and healthful work environment.

Date _____ Supervisor _____

Date _____ Employee _____

