



Job Safety Training for New or Transferred Employees

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

Notes/Comments:	
Employee’s Signature:	Date:
Supervisor’s Signature:	Date:
Manager’s Signature:	Date:

