

NEW EMPLOYEE SAFETY ORIENTATION CHECKLIST

(Check off each item as you discuss it with the new employee prior to the start of work)

- Tour of the premises
- Location of restrooms and First Aid facilities
- Issue "Injury & Illness Prevention Program Manual" and review policies
- Discuss & demonstrate proper use, care and maintenance of personal protective equipment (safety glasses, gloves, hearing protection, etc.)
- Review specific safety rules
- Demonstrate and discuss proper lifting techniques
- Demonstrate and discuss proper use and safety features of machinery, hand tools, and other equipment
- Review fire safety issues (housekeeping, smoking and non-smoking areas, control of flammable/combustible materials, etc.)
- Show locations and use of fire extinguishers and fire exit routes
- Discuss what to do in the event of a fire or other emergency evacuation procedures
- Discuss what to do if shoplifting is observed
- Discuss what to do in the event of a robbery
- Discuss how to report personnel situations that may provoke violence
- Discuss how to report unsafe conditions
- Discuss what to do in the event of an accident

I acknowledge that information on the above subjects was furnished to me during my orientation.

Employee Signature

Date

I have instructed the above-named employee on the topics listed above.

Supervisor Signature

Date

[Type here]

[Type here]