



New Employee Safety Orientation Checklist

File this form in the Employee's Personnel Record

Name: _____

Job/Dept Assigned: _____

Topic	Training Performed by			
	HR Manager		Supervisor	
	Yes	No	Yes	No
General Safety Rules & Policies				
General safety rules and policies specific to department or location.				
Hazard Communication & Chemical Safety Procedures including how to read and locate information on an MSDS form				
Site specific MSDS location and uses				
Hearing Conservation including how to insert and care for hearing protection				
Areas or departments where hearing protection is to be utilized, where to obtain hearing protection and who to contact with questions				
Control of blood borne pathogens including how to clean up spills.				
Control of blood borne pathogens including how to clean up spills, where supplies are located, and who to contact should a spill need to be cleaned.				
Electrical Safety & Lockout/Tagout				
Electrical Safety & Lockout/Tagout including machine specific instructions, where supplies are located and who to contact should assistance be needed.				
Forklift safety and proof of prior certification				
Forklift safety including review of controls, training, and proof of prior training				
Fall protection basics				
Fall protection including where equipment is located, training, identification of areas that fall protection use is mandated				
Ergonomics and how to reduce injury using correct ergonomic placement of all work items				
Workstation that will be utilized, assistance with setting up workstation correctly for user				
Basic Emergency Plans and when they are used				
Emergency plan specific to location or department including routes and assembly locations, and how to report emergencies.				
Procedures for safety violations, accidents, near-misses				
Procedures for safety violations, accidents and near misses specific to company, location or department				
Proper lifting & ergonomic techniques				
Where lifting equipment is located, what jobs will require manual exertion exceeding 25 pounds, who to contact for assistance, and company specific requirements regarding policies on lifting.				
Tool & Equipment Safety including use and care				
Tool & equipment safety including where to obtain tools, who will be responsible for maintenance and purchasing tools				
Safety Signs and their meanings				
Tour of facility and discussion of all safety signs encountered including eyewash stations and showers.				

I have received training on all checked items and agree to comply with all rules, regulations, and guidelines placed into effect by my employer and their clients.

Employee's Signature _____

Date _____

Trainer Signature _____

Date _____