New Hire Orientation

All newly hired Company employees shall complete a new hire safety orientation, prior to commencing job assignment. All new employees shall be trained on the Company’s general safety rules. Additional training shall be required based on employee’s job description.

New Hire Facility Orientation

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|  | Item | Manager’s Initials |
| 1. | Safety manual location at facility |  |
| 2. | SDS binder review |  |
| 3. | Person protective equipment requirements |  |
| 4. | Fire extinguishers locations, free from debris, and inspection review |  |
| 5. | First aid and blood borne pathogen kits locations |  |
| 6. | Hand tool, power tool, and extension cord inspection and safety |  |
| 7. | GFCI test and reset procedures |  |
| 8. | Ladders/step ladders/rolling ladders – proper use, and inspection where required |  |
| 9. | Slip, trip, and fall hazards |  |
| 10. | Vehicles – required safety equipment and vehicle condition |  |
| 11. | Housekeeping – debris is aisles, empty boxes, banding material |  |
| 12. | Material handling – Back/lifting safety, pinch points |  |
| 13. | Material storage – Stocking procedures, pipe stops |  |
| 14. | Hazardous material storage – gas can storage, chemicals |  |
| 15. | Spills or leaks – reported and cleaned up immediately |  |
| 16. | Hazard identification (signs) |  |
| 17. | Shelving capacity |  |
| 18. | Compressed gas cylinders stored correctly |  |
| 19. | Bathroom/office/break room/kitchen/refrigerator cleanliness |  |
| 20. | Inspection reports – how to and reporting - vehicles, trailers, and forklifts |  |
| 21. | Maintenance logs – how to and reporting - vehicles, trailers, and forklifts |  |
| 22. | Breaker/fuse boxes clear from debris blocking access |  |
| 23. | Safety/HR bulletin board location |  |
| 24. | Evacuation plan, routes, and muster points |  |
| 25. | Show location of emergency exits, exits marked and clear from obstructions |  |
| 26. | Walkways are clearly marked and free from debris |  |
| 27. | Stop work |  |
| 28. | Incident reporting – all incidents need to be reported to a manager |  |
| 29. | Client specific requirements |  |
| 30. | Drugs/alcohol/weapons policy – discussion about policies |  |
| 31. | Trailer loading, binding, and weight limits |  |
| 32. | Site trackers |  |
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I certify that, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (employee), has completed the Company’s New Hire Orientation process.

Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_