

EMPLOYEE SAFETY ORIENTATION CHECKLIST

EMPLOYEE _____

SUPERVISOR/TRAINER _____

Note to Supervisor/Trainer:

The following is an outline only. There may be other areas that you feel should be covered. Cover them, document them on this form and return to the HR Administrator.

1. CLOTHING AND DRESS

Footwear	Discuss safety rules in detail. Show employees some examples of acceptable shoes.
Personal Clothing	Discuss jewelry, loose fitting clothes, shorts or other clothing that is inappropriate for the job. Discuss hair length around equipment.
Safety Articles	Issue appropriate safety gear and document on this form. Give instructions for use and cleaning. Discuss enforcement.

2. MATERIAL HANDLING

Lifting in general - discuss some common sense tips for lifting safely and review diagram on safe lifting techniques:

1. Take a realistic look at an object you've never lifted before...can you lift it safely?
2. See if there's a label to tell you how heavy it is or how to lift it.
3. See how others are handling the object.
4. Give it a test tug before trying to fully lift or carry it.
5. Use material handling equipment or ask for help where necessary.

PHYSICAL SURVEY

Equipment - take a walk and showing new employees where the fire extinguishers, alarms, hoses, and any other fire fighting equipment are stored, and how and when it is to be used.

Emergency exit - show the employee where all emergency exits are for each area and when they are to be used and what to do once outside.

Smoking - review smoking policy and indicate location of smoking area.

Flammables - identify and show employee all flammable materials he/she could possibly be handling , how to handle, store and dispose of them.

Cleanliness - show how scrap and trash are handled and where containers are kept. Review employee's housekeeping responsibilities in detail.

4. HAZARDOUS SUBSTANCES/MATERIALS

Introduce the employee to all hazardous materials and/or substances and demonstrate proper handling, use and storage.

5. EQUIPMENT

Train, in detail, the proper handling and complete operation of every piece of equipment the employee might be reasonable be expected to use. Ensure that employee understands proper operation and observe performance. Document each piece of equipment trained on below (including ladders, forklifts, hand tools).

EQUIPMENT COVERED

- _____

- _____

- _____

6. ACCIDENTS AND UNSAFE CONDITIONS

Cover accident prevention and reporting, and go over procedure to be followed in case of an accident. Discuss reporting of suspected unsafe workplace conditions or practices.

Review list of Safety Rules and Disciplinary procedures contained in this document.

All of the Training/Orientation represented in this outline was completed and IIPP received on

Signature of Trainer

Signature of Trainee

Date

* Please sign and return to HR.