

# Safety Orientation Checklist

**Instructions:** Each employee should receive a safety orientation before beginning work. Please check each item that was covered in the orientation.

The employee (name) \_\_\_\_\_ has been:

- Informed about the elements of the company's written safety program.
- Informed about the regular safety meetings.
- Told to immediately report all hazards to his/her supervisor and shown how to do this.
- Told to immediately report all injuries to his/her supervisor and shown how to do this.
- Informed about the following machinery hazards and, if under 18 years of age, instructed about prohibited duties.

\_\_\_\_\_

\_\_\_\_\_

- Informed of and trained on chemical hazards according to the OSHA Hazard Communication training requirements, including what an SDS is, how to read a label, and what precautions to take.
- Trained on safe methods for performing the specific job the employee was assigned, including any hazards associated with that job, such as proper lifting, use of hand tools, spill clean-up, etc.
- Informed about all other potential hazards and how to protect themselves (noise, ladders, slippery floors, etc.).
- Shown where the first aid supplies are located and whom to contact for first aid.
- Told what to do during any emergencies that might occur.
- Shown how to operate a fire extinguisher, if appropriate.

Notes/Follow-up Needed: \_\_\_\_\_

\_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_\_\_