

NEW HIRE SAFETY ORIENTATION

Go through this with every new or transferred employee, and keep the signed copy in their file.

BEFORE DAY ONE

- ☐ Job duties, site, and supervisor confirmed
- ☐ Required PPE ready and sized
- ☐ Required certifications checked (forklift, OSHA 10, and so on)
- ☐ Mentor or buddy assigned

DAY ONE: THE BASICS

- ☐ Company safety policy and our commitment
- ☐ Stop work authority: anyone can stop unsafe work
- ☐ How to report injuries, near misses, and hazards, and that reporting is expected
- ☐ Drug and alcohol policy
- ☐ Disciplinary policy

DAY ONE: EMERGENCIES

- ☐ Exits, evacuation routes, and the assembly point
- ☐ Who to call, and the site address for 911
- ☐ First aid kit, eyewash, and fire extinguisher locations

EMPLOYEE NAME

EMPLOYEE SIGNATURE

- ☐ Who on site is first aid / CPR trained

DAY ONE: HAZARDS ON THIS JOB

- ☐ Site specific hazards walked and explained
- ☐ Hazard communication: labels, SDS location, chemicals used
- ☐ PPE issued, fitted, and how to inspect it
- ☐ Fall protection, if working at height
- ☐ Heat illness plan and acclimatization schedule
- ☐ Tools and equipment the employee may and may not use

FIRST 30 DAYS

- ☐ Short service employee marked (hard hat sticker or similar)
- ☐ Required training completed and documented
- ☐ Supervisor check in at day 7 and day 30
- ☐ Questions answered and any concerns written down

START DATE

SUPERVISOR SIGNATURE

New workers are hurt at far higher rates in their first months on the job. This checklist is your proof the basics were covered.