

New Employee Safety Orientation Checklist

Employee Name:	Department:	Shift:	
Employer Representative:	Date:	Start Date:	
Emergency Response	Date Trained	Trainee's Initials	Trainer's Initials
Facility emergency numbers are posted on telephones. (When reporting facility emergencies, always provide location of incident and details.)			
Facility emergency responders' names are posted and visible to all employees. Emergency responders are identified to all new employees.			
New employees are instructed that when the emergency alarm sounds, all building occupants must evacuate the building and proceed to the designated assembly area. An "all clear" signal will be issued when it is safe to return.			
New employees are informed and familiar with their primary and secondary evacuation routes.			
Employees are instructed that in the case of fire or smoke in their area, they should pull the fire alarm and evacuate to a designated assembly area.			
Employees are instructed that only trained individuals are permitted to use fire extinguishers.			
Employees are instructed to evacuate to a designated assembly area in the event of a chemical spill emergency or hazardous release.			
Employees are instructed that all emergency exits and doorways must be free from obstruction at all times.			
Employees are informed of company policies and procedures relating to workplace violence.			
Injury/Illness Incident Reporting	Date Trained	Trainee's Initials	Trainer's Initials
All injuries, illnesses and incidents, no matter how minor, must be reported to employee's supervisor immediately.			
Call 911 to report all serious injuries and notify supervisor or employer representative immediately.			

Injury/Illness Incident Reporting (Continued)	Date Trained	Trainee's Initials	Trainer's Initials
Employee is instructed to report all near-miss incidents.			
Employee is provided with a copy of the incident reporting form and instructed on how to file the report.			
Personal Protective Equipment (PPE)	Date Trained	Trainee's Initials	Trainer's Initials
Employee is instructed on general workplace policies and procedures relating to personal protective equipment and the requirements.			
Employee is instructed on job-specific policies and procedures relating to personal protective equipment and the requirements.			
Employee is provided training relative to personal protective equipment including: safety shoes, safety glasses, face shields and hearing protection.			
Employee is instructed on where emergency equipment, first aid and eye wash stations are located.			
Hazard Identification/Chemical Safety	Date Trained	Trainee's Initials	Trainer's Initials
Employee is instructed on the location of material safety data sheets (including how to use MSDS), hazards of chemicals and protective measures.			
Employee is instructed on the use of protective gloves, goggles, face shields, etc., to be used when handling job-required chemicals.			
Employee is instructed on respirator requirements and policies relating to permissible use.			
Employee is instructed on the storage of flammable materials and the proper storage locations.			
Employee is provided with hazard communication training.			
Machine Safety	Date Trained	Trainee's Initials	Trainer's Initials
Employee is instructed hands and body must be kept away from moving parts of machinery and equipment.			
Employee is instructed on the location of line stops and emergency stop buttons.			

Machine Safety (Continued)	Date Trained	Trainee's Initials	Trainer's Initials
Employee is instructed on the purpose of machine guarding and interlocks and understands that any defect must be immediately reported to the line operator or supervisor.			
Employee is instructed on the proper procedure for clearing machine jams.			
Employee is instructed that there will be no climbing over or under equipment and that they are not to reach into equipment when using ladders, stairs or platforms.			
Employee is instructed of hazards associated with bumping into equipment, sharp edges and pinch points.			
Employee is provided training in lockout/tagout policies and procedures, the purpose of lockout/tagout and consequences if the policy is violated.			
Fall Prevention	Date Trained	Trainee's Initials	Trainer's Initials
Employee is instructed that wet floors must be mopped and "wet floor" signs must be used.			
Employee is instructed that floors must be free of product (liquid and solid), bottles, caps, cups and debris.			
Employee is instructed to hold railings when using ladders.			
Employee is instructed that boots or rubbers must be worn over safety shoes when using water to clean floors or when working in a wet environment.			
Employee has been instructed on all potential fall hazards, including employee parking areas during inclement weather.			
Employee has completed training on preventing slips, trips and falls.			
Hand Safety	Date Trained	Trainee's Initials	Trainer's Initials
Employee is instructed that utility knives with self-retracting blades must be kept away from the body, fingers and hands and is trained on proper techniques for using knives (cut away from body).			
Employee is instructed to use the proper type of glove for the task at hand, i.e., knit gloves or non-latex gloves that provide protection against infectious agents and chemicals during high-risk occupational cleaning.			

Ergonomics	Date Trained	Trainee's Initials	Trainer's Initials
Employee is instructed to immediately report any symptoms of discomfort due to job content to supervisor.			
Employee is instructed that material-handling equipment must be used for identified job tasks. Examples: roll lifters, drum-handling equipment, drum dumpers, drum dollies, electric pallet jacks and carts.			
Employee is instructed on proper lifting techniques. Employees are instructed to ask for assistance if weight of object provides a strain for the employee to lift. When lifting objects weighing more than 30 pounds, employees must seek assistance from a coworker.			
Employee has completed ergonomics training and has been invited to an ergonomics team committee meeting.			
Fork Truck Awareness	Date Trained	Trainee's Initials	Trainer's Initials
Employee is instructed to always perform the required pre-shift fork truck inspection and provide the inspection form to their supervisor for recordkeeping.			
Employee is instructed on permissible fork truck areas and to stay in fork truck traffic areas at all times.			
Employee is instructed to use mirrors in hallways and when exiting rest room, label room, break room and waste areas. Employees walking in the workplace should always be aware of their surroundings.			
Employees walking in the workplace should always make eye contact with fork truck drivers.			
Employee is instructed to observe all stop signs when operating a fork truck.			
Employee is instructed on the proper storage and charging procedures and techniques.			

