



New employee safety orientation

Employee's name: \_\_\_\_\_ Employee ID: \_\_\_\_\_ Hire date: \_\_\_\_\_

General safety orientation (to be completed prior to placement)

Table with 4 columns: Topics, Employee initial, Topics, Employee initial. Rows include safety training topics like Accident reporting procedures, PPE, Construction, Warehousing, etc.

Employee signature \_\_\_\_\_ Date \_\_\_\_\_ Core Staff representative signature \_\_\_\_\_ Date \_\_\_\_\_

**Job safety orientation** (to be completed by the host employer/client)

Topics	Employee initial	Topics	Employee initial
Issue employee safety handbook from host employer/client			
Introduction to work area, danger areas, exits, AEDs, first aid supplies			
Hazard and incident/accident reporting protocols			
Hazard communication/safety data sheets (SDS)			
Department safety rules			
Equipment tools, and machinery safety procedures (including guarding and lockout/tagout)			
Emergency evacuation plan			
Hazard and incident/accident reporting protocols			

\_\_\_\_\_

Employee signature

Date

\_\_\_\_\_

Supervisor signature

Date

Completed form must be returned to Snelling within five days of placement.

## Possible topics for job safety orientation

### Protective equipment

- Use of safety glasses
- Use of gloves and protective clothing
- Hearing protection
- Head protection
- Footwear requirements
- Respiratory protection

### Tool use

- Tool selection
- Knives and razors
- Non-powered hand tools
- Pneumatic tools
- Use of nail guns
- Hand-held grinders
- Skill saws
- Spray finishing equipment

### Equipment and machinery

- Lockout/tagout program
- Pinch, shear, and crush points
- Equipment guarding practices
- Clearing jams
- Lubrication and adjustments
- Jogging procedure
- Cranes and hoists

### Electrical safety

- Location of emergency shutoffs
- Inspection and maintenance of power cords
- Maintaining clearance at electrical panels

### Chemical safety

- Hazard communication program
- Reading labels and safety data sheets (SDS's)
- Chemical storage procedures
- Personal hygiene
- Cleanup and disposal methods

### Forklifts

- Operator training and certification
- Working around forklifts
- Visible and audible alarms
- No rider policy

### Fire prevention

- Smoking policy
- Trash disposal
- Sources of ignition
- Flammable liquids
- Fire extinguishers

### Ergonomics

- Standing and seated task adjustments
- Job rotation/avoiding repetitive motion
- Rest break scheduling
- Awareness of cumulative trauma
- Tool use
- Setting up computer workstation

### Manual material handling

- Basic lifting techniques and use of lifting aids
- When to get help
- Special lifting tasks
- Limitations of lifting belts

### Fall prevention

- General rules for working from heights
- Ladder safety
- Personnel lifts
- Cherry picker operation
- Guard rails
- Use of harness and life lines
- Fall prevention plan

### Housekeeping

- Disposal of trash and oily materials
- Prevention of slip, trip, and fall hazards
- Maintenance of aisles and exits
- Trash compactor operation

### General work practices

- Emergency procedures
- Reporting hazards, incidents, and accidents
- Clothing, hair, and grooming standards
- Break scheduling
- Alcohol/drug policies
- Workplace violence and harassment
- Horseplay, running in work area
- Avoiding risks
- Flexibility stretching program
- Distractions: phones, headphones