

# NEW EMPLOYEE SAFETY ORIENTATION CHECKLIST

## PURPOSE STATEMENT

This form serves as a guideline for on-boarding specialists. It helps us ensure all new employee-owners receive and understand all necessary information during orientation. This checklist must be completed before an employee-owner starts work.

Item	Initial
<b>01</b> I, employee-owner, have received the Safety Management Program.	<b>01</b>
<b>02</b> I have reviewed the: <ul style="list-style-type: none"> <li>• Safety Management Program</li> <li>• Employee General Safety and Health Requirements</li> <li>• Disciplinary Policy and Procedure</li> </ul>	<b>02</b>
<b>03</b> I understand the OSHA 10-Hour Training requirements	<b>03</b>
<b>04</b> I know: <ul style="list-style-type: none"> <li><b>A</b> How to report unsafe conditions.</li> <li><b>B</b> What to do in the event of an injury on the job.</li> <li><b>C</b> When and where safety toolbox meetings are held.</li> <li><b>D</b> PPE Expectations                             <ul style="list-style-type: none"> <li>• Hardhats, work boots, safety vests, and safety glasses/goggles are mandatory PPE.</li> <li>• Gloves and hearing protection are mandatory - task specific PPE.</li> <li>• PPE (hardhat, safety glasses, vests, gloves and hearing protection) is provided to the employee-owner.</li> <li>• Personal protective equipment is not negotiable.</li> </ul> </li> <li><b>E</b> Seat belt use is mandatory.</li> <li><b>F</b> The Fire Evacuation/Emergency Plan.</li> <li><b>G</b> Proper lifting techniques and importance of back fitness.</li> <li><b>H</b> The OSHA Hazard Communication Policy and provided training.</li> </ul>	<b>04</b> <b>A</b> <b>B</b> <b>C</b> <b>D</b>  <b>E</b> <b>F</b> <b>G</b> <b>H</b>

**I hereby acknowledge that information on the above subjects was furnished to me during my orientation and that I understand this information.**

Employee-owner Name

Employee-owner Signature

Date (MM/DD/YYYY)

Human Resource Name

Human Resource Signature

Date (MM/DD/YYYY)