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 Cal/OSHA Hazard Communication training requirements, including what an MSDS 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: ______________________