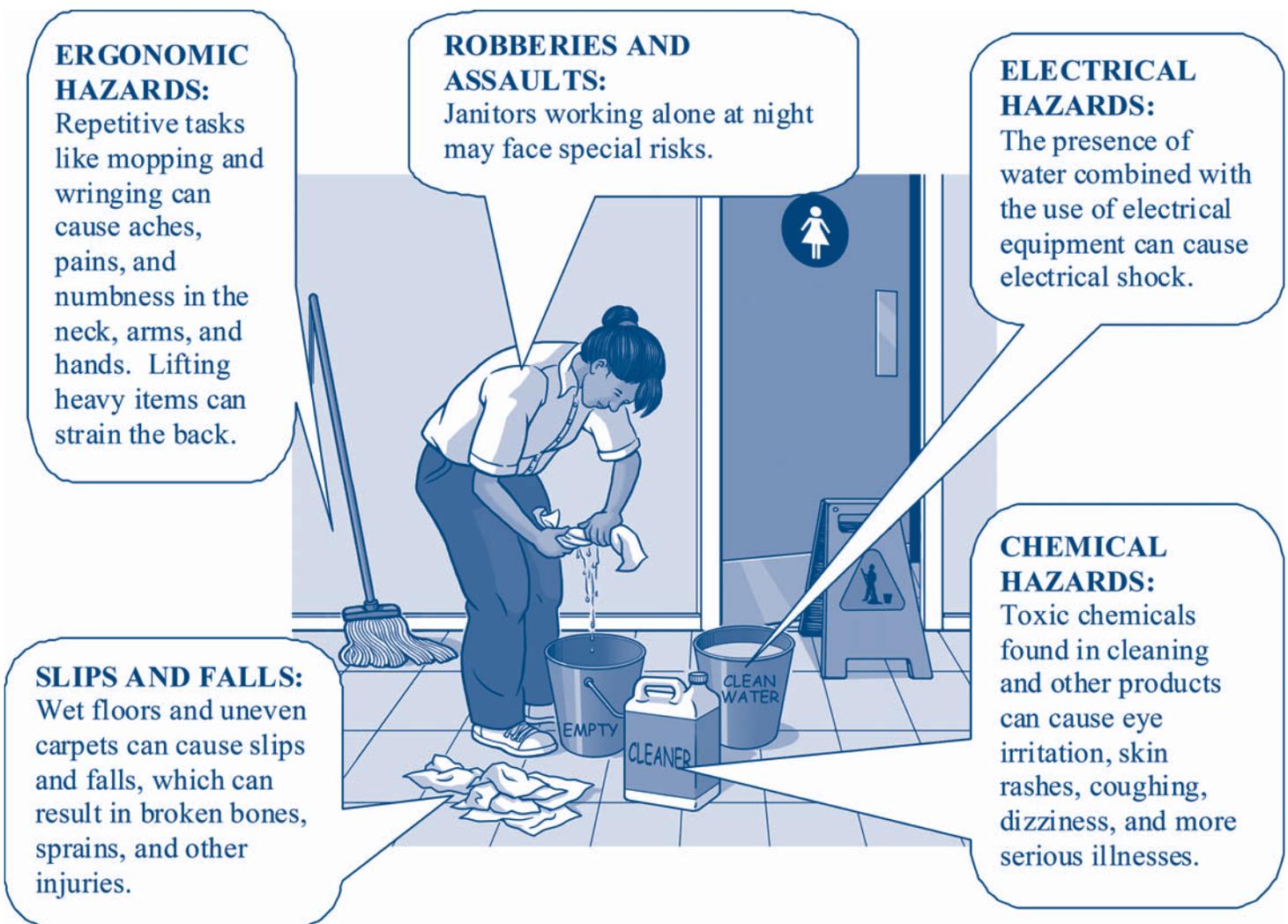


Safety Orientation

Each year in California, over 4,000 janitors suffer on-the-job injuries and illnesses and need to take time off work. Many of these injuries and illnesses are preventable.

This safety orientation is designed to spark discussion about workplace health and safety and to encourage both management and employees to make janitorial work safer. The picture below summarizes some of the **hazards** in the janitorial industry and some of the **injuries and illnesses** that could result:



Discussion Questions for Management & Employees

1. Can you think of other hazards in your workplace?
2. What should you do if you experience these (or any other) health symptoms?

Safety Orientation Checklist

Instructions: To prevent injuries and illnesses on the job, each employee should receive a safety orientation *before* beginning work. The checklist below summarizes the topics that are usually covered in the safety 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 injuries and shown how to do this.
- Informed about hazards and how to protect themselves (chemicals, slippery floors, ladders, etc.).
- Shown where the first aid supplies are located and whom to contact for first aid.
- Shown where the fire extinguisher is located and how to operate it.
- Told what to do during any emergencies that might occur.
- Informed of and trained on chemical hazards according to the Cal/OSHA Hazard Communication standard 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 heavy or repetitive lifting, stripping floors, cleaning toilets, etc.

Supervisor: _____ Date: _____

Employee: _____ Date: _____

Additional Trainings

As part of an on-going conversation on workplace health and safety, your supervisor will offer further trainings and materials on the following topics:

- Chemical Hazards
- Electrical Hazards
- Ergonomic Hazards
- Injuries on the Job
- Planning for Emergencies
- Robberies and Assaults
- Slips and Falls