

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: _____