

This is a sample document and should be used as a guide to create a checklist for your entity based on employee exposure. Since this may become a document included in the personnel file for the employee, it's recommended to have the form and process reviewed by legal counsel. The information provided here is for informational and educational purposes and current as of the date of publication. The information is not a substitute for legal advice. Consult your attorney for advice concerning specific situations.

SAFETY ORIENTATION CHECKLIST

It is the supervisor's responsibility to instruct each new employee in general safety, as well as the safety requirements of the employee's specific job tasks. This checklist is designed for that purpose and should be completed before the employee engages in any assigned work. Part 1 covers general safety and risk management topics and Part 2 covers specific job tasks that requires safety training per Occupational Safety and Health Administration standards. The completed and signed form should be placed in the employee's personnel file with copies kept by the supervisor and the safety coordinator.

Employee's Name: _____ Job Title: _____

Date Hired: _____ Department: _____

PART 1

#	Item	Frequency	Date Completed	Employee Initials
	Tour of work area	Initial		
	Safety Orientation - explanation of safety program, safety policy and safety rules	Initial		
	General Safety Training			
	Emergency Action Plan - Emergency procedures	Initial/periodic/change in plan		
	Fire safety program	Initial		
	Proper lifting techniques and ergonomics	Initial		
	Driver safety/Vehicle Operations Policy	Initial		
	Housekeeping and storage of materials	Initial		
	Violence in the workplace	Initial		
	Procedures			
	Accident reporting procedures	Initial/change in process		
	Accident prevention	Initial/periodic		
	Access to employee exposure and medical records	Initial/periodic		
	Risk Management			
	Reporting unsafe conditions/safety suggestions	Initial		
	Cybersecurity training	Initial/annually		
	LocalGovU Courses - eLearning			
	Drug and Alcohol Awareness	Initial		
	Handling Difficult Customers for Local Government	Initial		
	Sexual Harassment In the Workplace	Initial		
	Workplace Bullying	Initial		
	Risks of Social Media in the Workplace	Initial		
	Computer Security Basics	Initial		
	Time Management Skills	Initial		
	Other			

The employee should be trained on the following safety topics only if the employee will have exposure or assigned a job task involving the referenced task, tool or equipment.

PART 2

#	Item	Who Receives	Employee Exposure		Frequency	Date Completed	Employee Initials
			YES	NO			
	Aerial Lifts	Employees who will use aerial lifts	YES	NO	Initial/periodic		
	Bloodborne Pathogens	Employees with occupational exposure, first aid responders, police	YES	NO	Initial/annual		
	Chainsaw safety	Employees using chainsaws	YES	NO	Initial		
	Compressed gas safety	Employees using compressed gas	YES	NO	Initial		
	Confined Space	Employees working in confined spaces	YES	NO	Initial/annual		
	Control of hazardous energy (Lock out/tag out)	Employees who may service or maintain equipment	YES	NO	Initial/periodic		
	Crane, derrick and hoist safety	Employees using/operating applicable equipment	YES	NO	Initial/regularly		
	Diving safety	Employees involved in underwater diving	YES	NO	Initial/periodic		
	Electrical safety	Employees working with electrical equipment	YES	NO	Initial/periodic		
	Fall Protection	Employees with exposure to fall hazards	YES	NO	Initial/periodic/ change in hazard		
	Hand and power tools	Employees using hand and power tools	YES	NO	Initial/periodic		
	Hazard communication	Employees exposed to hazardous chemicals, infectious agents, or pesticides	YES	NO	Initial/periodic/ New hazard		
	Hazardous waste management	Employees working with chemicals and generating hazardous waste	YES	NO	Initial		
	Hearing protection	Employees working in high noise areas	YES	NO	Initial/annual		
	Heat related illness recognition	Employees who work routinely outdoors	YES	NO	Initial		
	Job hazard analysis	Employees exposed to workplace hazards	YES	NO	Initial/new hazard		
	Laboratory Safety	Lab employees, new exposures	YES	NO	Initial/every 2 yrs		
	Ladder safety	Employees using ladders	YES	NO	Initial/change in equipment		
	Medical First Aid	First aid providers	YES	NO	Every 2 yrs		
	Operation of power platform	Employees using powered platforms	YES	NO	Initial/periodic		
	Permit required confined space	1. Authorized entrants/ attendants and 2. Rescue personnel	YES	NO	1. Initial/periodic 2. Initial/annual		
	Personal protective equipment	Employees required to use PPE	YES	NO	Initial/change in PPE		
	Portable fire extinguishers	Employees with extinguishers in their work area	YES	NO	Initial		
	Powered Industrial Trucks (fork lifts)	Employees operating forklifts	YES	NO	Initial/every 3 yrs		
	Process safety management of highly hazardous chemicals	Employees with processes involving a flammable liquid or gas in excess of 10k lbs or a chemical at or above the threshold amount (app a)	YES	NO	Initial/every 3 yrs		
	Respiratory protection	Employees required to wear a respirator of any type	YES	NO	Initial/annually/ new hazard		
	Servicing of multi-piece and single-piece rim wheel	Maintenance garage employees	YES	NO	Initial/periodic		
	Silica	Employees exposed to silica dust during cutting, grinding, or other tasks	YES	NO	Initial/periodic/ New hazard level		
	Storage and handling of LP gases	Employees who perform installation, removal, operation, or maintenance	YES	NO	Initial/periodic		
	Trenching and excavation	1. All employees at risk 2. Designated competent persons	YES	NO	1. Initial/periodic 2. Initial/Periodic		
	Welding	Employees who perform welding/cutting operations	YES	NO	Initial/periodic		
	Work Zone Safety	All employees	YES	NO	Initial/periodic		

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____