



# Safety Training

## Required Safety Training for All New Employees and Employees Moving to New Jobs

All employees should complete a documented safety orientation with a supervisor/manager, a Safety team member, or top management. The safety orientation should document all issues covered with the new hire and include a sign-off by the employee and

person(s) conducting the orientation. Sign-off verifies that important safety information, rules, procedures, protective equipment, and training were provided for the new hire. This document should become a permanent part of the employee's file.

Ideally, the safety orientation should be completed before the new hire begins work. When this is not possible, supervisors will often conduct a safety orientation over

several days, reviewing safety issues as the employee learns each task and progresses from one operation to another. This allows you to use the employee at low hazard tasks until they complete the full orientation.

The checklist would include the date when each item was covered. There are certain aspects of the safety orientation you should not postpone that must be covered the first day with each new hire (such as general safety rules and emergency procedures).

### Cover All the Risks

Teach your employees about possible hazards and the risk for potential accidents associated with their job. Give them a copy of the Safe Work Practice for their job title.

### Other Sources of Safety Training

Use safety training offered by OSHA, your insurance carrier and/or state and federal agencies. Many are free or low cost.

### Employee orientation should include the following:

- Policy/Mission Statement
- Map of Facility Site
- Safety Awards Program (if applicable)
- Right-to-Know Training
- Specific Programs: Respiratory, Hearing, Confined Space
- Employee Equal Opportunity
- Policy Organizational Chart
- Fall Protection Requirements
- Emergency Plans
- Emergency Phone Numbers
- Specific Hazards/Considerations
- Substance Free Workplace Program
- Employee Disciplinary Procedure
- Sexual Harassment Policy
- Safety Program Elements
- Question & Answer Period
- Sign-Off Sheet

# EMPLOYEE SAFETY ORIENTATION CHECKLIST

EMPLOYEE'S NAME: \_\_\_\_\_ HIRE DATE: \_\_\_\_\_

POSITION: \_\_\_\_\_ DEPARTMENT/LOCATION: \_\_\_\_\_

PERSON COMPLETING ORIENTATION: \_\_\_\_\_ TITLE: \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### Employee Safety Rules

- Provide copy of General Safety Rules.
- Provide copy of Safety Discipline Procedures.
- Provide copy of Area Safety rules (If applicable).

### Unsafe Conditions

- Discussed examples of unsafe conditions.
- Discussed correction and/or reporting of unsafe conditions.

### Lifting Techniques

- Discussed common lifting/strain injury hazards.
- Discussed material handling equipment available/used.
- Reviewed correct lifting techniques and guidelines.

### Accidents and Incidents

- Discussed common lifting/strain injury hazard.
- Discussed material handling equipment available/used.
- Reviewed correct lifting techniques and guidelines.

### Medical Aid

- Identified readily available first aid personnel.
- Reviewed location of emergency first aid materials.
- Discussed notifying supervisors of first aid injuries.
- Identified location of emergency eye-wash station.

### Emergency Procedures

- Identified location use of emergency telephone numbers.
- Reviewed procedures for fire/medical emergencies.
- Discussed procedures for extreme weather and other emergencies.

### Personal Protective Equipment Requirements (if applicable)

- Footwear
- Eye Protection
- Gloves
- Other

### Department and Area Housekeeping

- Discussed common problems/corrective measures.
- Discussed materials storage areas and practices.

### Fire Protection and Prevention

- Identified and discussed "No Smoking" areas.
- Discussed location and use of fire extinguishers and fire alarms.

### Hazard Communication/Rights to Know Compliance

- Discussed requirements of the law.
- Discussed container labeling and MSDS information.
- Identified hazardous materials used in the work area.
- Conducted hazardous material training.
- Issued personal protective equipment.

### Driver Safety Orientation (if applicable)

- Completed personal driving record (MVR) check.
- Provided/reviewed driver safety rules.
- Conducted driver's vehicle orientation.
- Reviewed vehicle inspection procedures.
- Provided driver with accident information package.

### Other Safety Concerns/Instruction

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

TRAINING TOPICS	TRAINING	COMMENTS
Ladder Safety		
Scaffold Use		
Scissor or Boom Lifts		
Fall Protection		
Fire Prevention/Emergency Action Plan		
Flammable Materials		
Housekeeping		
Hazard Communication/GHS		
Hearing Protection		
Respiratory Protection		
Lock-Out/Tag-Out		
PPE		
Emergency Egress		
Lighting		
Lifting Procedures		
Electrical Safety (GFCI)		
Safety Bulletin Board / Posters		

**Keep Records**

Maintain the following safety records covering the last five years' safety-related activities:

- Minutes of Safety Committee Meetings;
- Safety training activities and documentation;
- Safety audit reports;
- OSHA 300 log, OSHA 300A annual summaries;
- Safety incident reports;
- Injury reports; and
- Safety citations.