Employee Orientation Sign-Off Checklist

Employee	Date Hired	Date Hired		
Employee ID_	Department	Department		
Position	Physical Examination Y or N	Physical Examination Y or N		
	This form should be customized to include job and site specific safety issues. Plea new employee completes orientation items. If non-applicable, use "NA".	ase initial and date each		
Safety Prog	gram Elements			
Date	ltem	Employee Initial		
	Safety Manual and Policy			
	Department Manual / Safety Rules			
	Personnel Policies			
	Sexual Harassment Policy			
	Child Abuse Reporting Act			
	Statement of Admission (Responses to public)			
	Hazard Recognition			
	Accident/Incident Reporting/Investigation			
	Personal Protection Equipment Use			
	Blood-borne Pathogens Protection			
	Emergency Response Plans			
	Hazard Communications Training			
	Driving Standards			
	Security Issues			

Site Specific Instruction

Date	ltem	Employee Initial
	Vehicle Orientation & Road Checks	
	Vehicle #1	
	Vehicle #2	
	Vehicle #3	
	Vehicle #4	
	Personal Protection Equipment Required	
	#1	
	#2	
	#3	
	#4	
	_#5	
	Location of First Aid Kits	
	Location of Fire Extinguishers	
	Location of Safety Data Sheets	
	Specific Machinery, Equipment, and/or Tools Used	
		

Hazardous Job Instruction

(Examples include working at heights over 4 feet, entering confined spaces, exposure to chemicals, supervising children near water, repetitive lifting, working on ice, mowing on steep slopes, etc.)

Date		Item	Employee Initial
			
			
acknowledge hav afe manner.	ring completed an orientatio	n and training for the above areas and fee	el I can perform my duties in a
Employee	Signature	Date	
Supervisor Signature		Date	
Departme	nt Head Signature	Date	
Safety Coordinator Signature		 Date	

New Employee Orientation Worksheet

Instructions: Use this worksheet to identify safety program elements, equipment, job tasks, etc. that relate to specific job(s) that should be added to the New Employee Orientation sample form.

Department/Facility		upervisor
Safety	y Program Additions:	
1.		
2.		
3.		
4.		
5.		
Site Sp	Specific Instruction Additions:	
1.	1. Vehicles Used (examples include tractors, vans, trucks,	golf carts, ice re-surfacer, etc,)
2.	Personal Protective Equipment Used (examples inclusions, hard hats, ear plugs, etc.)	ide respirators, safety glasses, air monitors, work

3.	Machinery or Equipment Used (examples include golf ball cleaners, ice edgers, chainsaws, van lifts, mowers, etc.)
(Exampl	ous Job Tasks Conducted: les include working at heights in excess of 4 feet, entering confined spaces, exposure to chemicals, supervision of near water, repetitive lifting, working on ice, etc.)