

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: _____