



# NEW EMPLOYEE SAFETY ORIENTATION RECORD

EMPLOYEE NAME: \_\_\_\_\_ EMPLOYEE ID #: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ HIRE DATE: \_\_\_\_\_

DEPARTMENT/ DIVISION: \_\_\_\_\_

**IMPORTANT:** New employee orientation shall be provided to employees to address the hazards associated with their position and will include a review of all safety rules, policies/procedures, and equipment that are applicable to the employee's area of assignment.

New employees' work activities will be limited to shadowing until the safety orientation is completed.

TRAINING TOPIC	DATE COMPLETED	EMPLOYEE INITIAL	SUPERVISOR INITIAL
Automobile Safety. Use, care and inspection. Driver responsibility and procedures. Safety Sensitive Positions.			
Care and use of equipment and tools. Proper storage of equipment and tools.			
Employee safety responsibilities. <u>Safety is Everyone's Responsibility</u> . How/When/Where to report unsafe conditions: How/When/Where to report injuries.			
Hazard Communication Program. To include training and proper use of chemicals relating to employee's tasks. Safety data Sheets (SDS) and location of SDS.			
Identification of fire extinguisher locations and use of those extinguishers.			
Identified past safety problem areas in employee's job duty.			
Overall Safety Program & Policies. Including general safety rules and those specific to job duty.			
Proper clothing or Personal Protective Equipment (PPE) if applicable.			
Proper lifting and material handling.			
Recordkeeping systems, if applicable.			
Reviewed evacuation and emergency action procedures.			
Substance Abuse Policy. Post-accident mandatory Drug & Alcohol testing.			
Other (please describe):			

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

SUPERVISOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED BY RISK MANAGER: \_\_\_\_\_ DATE: \_\_\_\_\_

*\*Note: Signed documentation of New Employee Safety Orientation will be placed in the Employee's Personnel File.*