Temporary workers: New employee safety orientation

Employee’s name: Position: Hire date:

Department assigned: Supervisor:

**General safety orientation** (to be completed by temp/staffing agency)

|  |  |  |  |
| --- | --- | --- | --- |
| Topics | Employee  initial | Topics | Employee  initial |
| Issue employee safety handbook |  | Safety committee functions |  |
| Company safety policy |  | How to report an unsafe work practice or condition |  |
| Safety and accident prevention goals |  | Accident reporting procedures |  |
| Worker safety responsibilities |  | Early return-to-work program |  |
| General safety rules |  | Emergency evacuation plan |  |
|  |  |  |  |

Employee signature Date Personnel representative signature Date

**Job safety orientation** (to be completed by the host employer/client)

|  |  |  |  |
| --- | --- | --- | --- |
| Topics | Employee  initial | Topics | Employee  initial |
| Issue employee safety handbook from host employer/client |  |  |  |
| Introduction to work area, danger areas, exits, AEDs, first aid supplies |  |  |  |
| Issue required personal protective equipment (PPE) |  |  |  |
| Hazard communication/safety data sheets (SDS) |  |  |  |
| Department safety rules |  |  |  |
| Equipment tools, and machinery safety procedures (including guarding and lockout/tagout) |  |  |  |
| Emergency evacuation plan |  |  |  |
| Hazard and incident/accident reporting protocols |  |  |  |
| Heat/wildfire smoke (if applicable) |  |  |  |

Employee signature Date Supervisor signature Date

Completed form must be returned to Human Resources within five days of placement.

# Possible topics for job safety orientation

|  |  |
| --- | --- |
| **Protective equipment**   * Use of safety glasses * Use of gloves and protective clothing * Hearing protection * Head protection * Footwear requirements * Respiratory protection   **Tool use**   * Tool selection * Knives and razors * Non-powered hand tools * Pneumatic tools * Use of nail guns * Hand-held grinders * Skill saws * Spray finishing equipment   **Equipment and machinery**   * Lockout/tagout program * Pinch, shear, and crush points * Equipment guarding practices * Clearing jams * Lubrication and adjustments * Jogging procedure * Cranes and hoists   **Electrical safety**   * Location of emergency shutoffs * Inspection and maintenance of power cords * Maintaining clearance at electrical panels   **Chemical safety**   * Hazard communication program * Reading labels and safety data sheets (SDS’s) * Chemical storage procedures * Personal hygiene * Cleanup and disposal methods   **Forklifts**   * Operator training and certification * Working around forklifts * Visible and audible alarms * No rider policy | **Fire prevention**   * Smoking policy * Trash disposal * Sources of ignition * Flammable liquids * Fire extinguishers   **Ergonomics**   * Standing and seated task adjustments * Job rotation/avoiding repetitive motion * Rest break scheduling * Awareness of cumulative trauma * Tool use * Setting up computer workstation   **Manual material handling**   * Basic lifting techniques and use of lifting aids * When to get help * Special lifting tasks * Limitations of lifting belts   **Fall prevention**   * General rules for working from heights * Ladder safety * Personnel lifts * Cherry picker operation * Guard rails * Use of harness and life lines * Fall prevention plan   **Housekeeping**   * Disposal of trash and oily materials * Prevention of slip, trip, and fall hazards * Maintenance of aisles and exits * Trash compactor operation   **General work practices**   * Emergency procedures * Reporting hazards, incidents, and accidents * Clothing, hair, and grooming standards * Break scheduling * Alcohol/drug policies * Workplace violence and harassment * Horseplay, running in work area * Avoiding risks * Flexibility stretching program * Distractions: phones, headphones * Heat/wildfire smoke |