New employee safety orientation

Employee’s name: Position:

Hire date: \_\_\_\_\_\_\_\_ Department: Supervisor:

### Company vision statement

We believe all accidents are preventable and embrace a culture of zero accidents

We believe in reporting unsafe conditions and acts

We believe in reporting accidents and incidents

We support the importance of a good return-to-work policy

*We expect everyone to go home just as they arrived – every day*

**General work practices**

Alcohol/drug policies

Clothing, hair, and grooming standards

Horseplay/running

Housekeeping

Primary hazards in work area

Ladder practices

Lifting training – back protection

Progressive discipline policy

Safety committee

Site- and equipment-specific training

**OSHA required topics**

Bloodborne pathogen exposure

Chemicals

* Hazard communication
* Chemical spills clean-up
* Asbestos and lead awareness
* Chemical waste disposal
* Compressed gas safety
* Site-specific chemical training

Compactors and balers

Confined space

Crane or hoist operation

Emergency response

* Emergency action plan
* Alarm systems
* Fire extinguisher use
* Procedures for reporting emergencies

Fall protection

First aid/CPR

Forklifts/powered industrial lifts

Lockout-Tagout (energy control)

Personal protective equipment (PPE)

* Respirators
* Noise/hearing protection
* Eye and face protection
* Head protection
* Hand protection
* Leg and foot protection

Powered work platforms

Tool Use and Guarding

Welding

Worksite Warning Signs and Labels

**Completed ergonomic review of work area**

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**Employee signature Date Supervisor signature Date**

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