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**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee signature Date Supervisor signature Date**

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