



NEW HIRE SAFETY ORIENTATION

Employee Name: _____ Date: _____

Supt Name: _____ Job # _____

1. Have employee read our Safety Booklet.
2. Review and explain the Safety Booklet.
 - a. Ask questions
 - b. Answer employee's questions
 - c. Reinforce hard-hats, gloves, and safety glasses
3. Question employee about any physical or mental handicaps and any language barriers.
4. Review Drug Policy in detail.
5. Review MSD sheets.
 - a. Show location of poster
 - b. Explain how to use
 - c. Teach by example
6. Administer Ladder Training Program
 - a. Administer test
 - b. Grade test, any wrong answers must be reviewed in the book until employee has a full understanding
7. Explain "Weekly Tool Box Meetings"
 - a. Show sample of outline
 - b. Review one pertaining to task he will be performing
8. Review Disciplinary Procedures
9. Review Awards Policy
10. Accident Reporting and Emergency Procedures
 - a. Explain Verbal Notification to Supervisor
 - b. Show and Explain Accident Report
 - c. Show and Explain Accident Review by Safety Committee
11. Reinforce the thought of open communication on Safety. Make sure Employee realizes Safety is not eye wash.
12. Complete Orientation Training On:
 - a. PPE Requirements
 - b. Bloodborne Pathogens Awareness
 - c. Basic Electrical Safety
 - d. Lead and Asbestos Awareness
 - e. General Safety Awards