



New Employee Safety Orientation

Label	

General

Employee Name:

<input checked="" type="checkbox"/>	Introduce/tour the Company Management Team & Company Operations.
<input checked="" type="checkbox"/>	Go over the Safety Program -policies, procedures, & rules
<input checked="" type="checkbox"/>	Explain the procedures for injuries on the job; how to report them and how to fill out an incident report form.
<input checked="" type="checkbox"/>	Explain worker's compensation procedures; where to find the information, panel of physicians, & Bill of Rights
<input checked="" type="checkbox"/>	Complete post-hire medical questionnaire
<input checked="" type="checkbox"/>	Sign & date the form for HR file
<input checked="" type="checkbox"/>	Explain the modified duty / return to work program

Job Orientation Checklist

<input checked="" type="checkbox"/>	Go over the Emergency Response Plan & Procedures. Show where the gathering areas are and the location of fire extinguishers.
<input checked="" type="checkbox"/>	Go over procedures for safe lifting techniques, use of forklifts, & other mechanical equipment.
<input checked="" type="checkbox"/>	Explain guards on machinery and procedures for Lockout/Tagout
<input checked="" type="checkbox"/>	Go over Personal Protective Equipment: safety glasses when using machinery & saws, gloves when handling lumber, hard sole shoes, hearing protection, and respirator use.
<input checked="" type="checkbox"/>	Go over the use of the Hazard Communication Program and location of MSDSs
<input checked="" type="checkbox"/>	Explain that stairs, steps, & handrails must be used when going from different levels.
<input checked="" type="checkbox"/>	Explain procedures for cutting lumber bands.
<input checked="" type="checkbox"/>	Explain the cargo tie down procedure; bucking and securing loads.
<input checked="" type="checkbox"/>	Inform that horseplay is not allowed on the job.
<input checked="" type="checkbox"/>	Inform of the no talking or distracting employees while they are engaged in operation of any equipment is allowed.
<input checked="" type="checkbox"/>	Show proper storage of building products. (ex: lumber, doors, windows, insulation, concrete, etc.)
<input checked="" type="checkbox"/>	Show proper stacking of materials especially overhead, rack securement, and load capacity ratings.
<input checked="" type="checkbox"/>	Go over proper housekeeping, such as, clear aisles, orderly stacks, and wood dust removed daily.
<input checked="" type="checkbox"/>	Go over electrical safety.(ex: extension cords, outlets, electrical panels, etc.)
<input checked="" type="checkbox"/>	Explain procedures/what is needed for walking & working surfaces. (ex: covers, guardrails & handrails for all openings, etc.)
<input checked="" type="checkbox"/>	Go over safe forklift truck operation procedures around the warehouse, rack storage, docks, etc.
<input checked="" type="checkbox"/>	Go over welding, cutting, & grinding procedures; be a "Fire Watchman"

List tools & equipment employee has been instructed on proper and safe use of:



Complete Job Instruction Training (JIT). 1. Manager has educated and demonstrated how to perform their job 2. Employee has shadowed a fellow employee on proper job procedures and answered any questions 3. Manager has observed new employee perform their job tasks

Completion

This is a **SAMPLE NEW EMPLOYEE CHECKLIST**; it is not all inclusive of programs needed at each company. Each company should develop a New Employee Checklist to meet their company's training needs.)

JIT performed by:

Employee Signature