

## NEW EMPLOYEE SAFETY ORIENTATION

EMPLOYEE \_\_\_\_\_ DATE: \_\_\_\_\_

1.    \_\_\_ Company Management Team and Company Operations Tour
2.    \_\_\_ Safety Program- Policies, Procedures & Rules
3.    \_\_\_ Injuries on the Job; reporting procedures; Incident report form
4.    \_\_\_ Workers' Compensation Procedures:   \_\_\_ Panel of Physicians       \_\_\_ Bill of Rights  
      \_\_\_ Post-Hire Medical Questionnaire       \_\_\_ Signed Form for HR File; signed & dated
6.    Modified Duty—Return to Work Program    Performed by: \_\_\_\_\_

### **JOB ORIENTATION CHECKLIST**

1.    \_\_\_ Emergency Response Plan & Procedures; Gathering Areas: Location of Fire Extinguishers
2.    \_\_\_ Safe Lifting Techniques; use of Forklifts & other mechanical equipment
3.    \_\_\_ Guards on Machinery; Lockout/ Tagout
4.    \_\_\_ **Personal Protective Equipment:**   \_\_\_ Safety glasses when using machinery & saws  
      \_\_\_ Gloves when handling lumber       \_\_\_ Hard soled work shoes       \_\_\_ Hearing protection  
      \_\_\_ Respirator use
5.    \_\_\_ **Safety Hazards**  
      \_\_\_ Hazard Communication Program; use of and location of MSDSs  
      \_\_\_ Prohibition of Jumping from different levels; use stairs, steps & handrails, grab-handles  
      \_\_\_ Procedure for cutting lumber bands  
      \_\_\_ Cargo Tie Down Procedure; Bucking/ Securing Loads  
      \_\_\_ No horseplay on the job  
      \_\_\_ No talking or distracting employees engaged in operation of equipment  
      \_\_\_ Proper storage of Building Products- lumber, doors, windows, insulation, concrete, etc.

- ☐ Proper stacking of materials (especially overhead); rack securement; load capacity ratings
- ☐ Proper housekeeping; clear aisles; orderly stacks; wood dust removed daily
- ☐ Electrical Safety- extension cords, outlets & electrical panels
- ☐ Walking & Work Surfaces; covers, standard guardrails & handrails for openings
- ☐ Safe Forklift Truck operation around- warehouse, rack storage, docks, etc.
- ☐ Welding, Cutting & Grinding; "Fire Watchman"

6. ☐ Instructed new employee in proper and safe use of tools and equipment: (List Tools & Equipment)

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7. ☐ Job Instruction Training (JIT)

- ☐ Educated and Demonstrated to new employee how to perform job
- ☐ A fellow employee demonstrated proper job procedures and answered questions
- ☐ Observed new employee perform job tasks

JIT Performed by: \_\_\_\_\_ Date \_\_\_\_\_

New Employee: \_\_\_\_\_ Date \_\_\_\_\_

*(NOTE: 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.)*