

New Employee Safety Orientation Checklist

Employee Name: _____

Job Title: _____

Date of Hire: _____

Safety Orientation Topics	Complete ✓	Uniforms & Attire	Complete ✓
Reporting of unsafe conditions or hazards.		Appropriate attire Appropriate footwear	
Reporting of work-related incidents/injuries.			
Fire prevention How to use fire extinguisher Location of extinguishers		Add Safety Topics Specific to your profession	
First Aid			
Mandatory Training as applicable	Complete ✓	Mandatory Training as applicable	Complete ✓
Respiratory Protection Eye Protection Hearing Protection		Emergency Action Plans	
Hazardous (Chemical) Communication Safety Data Sheets		Bloodborne Pathogens Exposure Control Plan	
Confined Space		Electrical Safety Lock Out Tag Out	
Hazardous Waste		Sexual Harassment	
PPE Sign-off		Workplace Violence	
Ergonomics		Working Walking Surfaces Slips/trips/falls	
Tool & Equipment Safety		Safety signs and their meanings	
Body Mechanics & Lifting		Safe Driving	

I have received training on all checked items and agree to comply with all rules, regulations, and guidelines placed into effect by my employer and their clients.

Employee Signature: _____

Supervisor Signature: _____