

Panhandle Area Educational Consortium

Employee Safety Orientation

Date of Orientation: _____

Employee: _____

Title: _____

Department: _____

Supervisor: _____

The following items are to be reviewed with each new hire, transferred or returning employee before any work or tasks are assigned. Any specialized training, (such as hazard communication, vehicle or equipment operation, etc.) is to be completed prior to beginning work. The orientation is to assure the individual has all safety and health requirements clearly communicated to them by their supervisor or manager.

Program	Employee Initials	Supervisor Initials	Comments
Overview of safety and health program of the Company <i>☞☞</i> Employee responsibilities <i>☞☞</i> Employee safety handbook <i>☞☞</i> Schedule of safety meeting and training sessions			
General Safety Rules <i>☞☞</i> Explanation and copy of rules and safety requirements provided to employee <i>☞☞</i> Drug and Alcohol policy			
Safety Program Enforcement Procedures <i>☞☞</i> Disciplinary actions <i>☞☞</i> Reporting of hazards or problems			
Specific Departmental Safety Rules <i>☞☞</i> Copy of specific rules provided <i>☞☞</i> Unsafe condition or problem reporting			
Specific Job and Tasks Hazards <i>☞☞</i> Explanation of hazards <i>☞☞</i> Detail explanation of controls to be used			
Proper Personal Attire and Required Personal Protective Equipment. <i>☞☞</i> Training on how to wear required equipment <i>☞☞</i> Footwear requirements <i>☞☞</i> Explanation of where to obtain required equipment			

Panhandle Area Educational Consortium

General Housekeeping Standards ✂✂ Equipment and materials storage requirements ✂✂ Area cleanup responsibilities			
Vehicle Safety Program ✂✂ Driver qualifications ✂✂ Driver training ✂✂ Vehicle use rules			
Hazard Communication Program ✂✂ Overview of HazCom ✂✂ MSDS location and explanation			
Environmental Program Guidelines ✂✂ Problem reporting ✂✂ Spill control and cleanup teams			
Materials Handling and lifting procedures			
Special Equipment Training - <i>Equipment:</i> _____ _____			
First Aid and Injury reporting ✂✂ First Aid equipment and procedures ✂✂ Reporting of injuries ✂✂ Emergency telephone numbers and location			
Emergency Procedures ✂✂ Reporting incidents ✂✂ Evacuation procedures ✂✂ Assembly areas ✂✂ "Call in" procedures			
<i>Other Areas as needed:</i> 			

Employee Signature: _____ ***Supervisor Signature:*** _____

Date: _____