

NEW EMPLOYEE CHECKLIST

EMPLOYEE:

JOB TITLE:

SUPERVISOR:

Employee is to initial each box when instruction is completed and understood.

- The Risk Management Program Overview, its goals and objectives, documentation and responsibilities.
- General Safety Rules (All Employee)
- Specific Job/Tasks Hazards, Controls to be used.
- Specific Safety Rules - determined by Job and Tasks required.
- Proper Personal Attire and Protective Equipment Requirements.
- Safety Program enforcement procedures, Disciplinary Actions.
- General Housekeeping Requirements
- Vehicle /Fleet Safety Program
- Lockout and Tag Program
- Hazard Communication Program
- Environmental Program
- Emergency Procedures:
 - Fire Prevention, Extinguisher Locations
 - First Aid Equipment and Location
 - Emergency Chemical Spill Procedures
 - Designated First Aid Providers
 - Emergency Telephone Numbers
 - Evacuation Procedures - Office, Store
 - Other as needed

Continued

Employee:

Job Title:

Supervisor:

Date:

() Reporting of Injuries - How, When, Where, and to Whom.

() Unsafe Condition Reporting - How, When and to Whom.

() General Requirements.

On _____, I reviewed and discussed the above checked items relating to the _____ Safety Program and will abide by and assist in its success.

Employee Signature: Date:

Safety Coordinator/Supervisor:

Date:

cc: Personnel File