



Safety Orientation Checklist

Safety Orientation

Environmental health and safety orientation training is an essential element of any organization's safety culture. It is a process that introduces new, inexperienced, transferred and/or returning employees to a safe and healthy workplace. Orientation training provides employees with necessary safety information about their job and tasks, informs them of specific details about workplace hazards and provides an opportunity to learn about the organization's commitment to safety.

Benefits of conducting a safety orientation for new employees:

- Demonstrates the organization's ethical obligation to protect the employee from harm
- Meets regulatory requirements (demonstrates due diligence)
- Provides awareness of the health and safety hazards on the job and how to control these hazards
- Helps reduce the risk of potential injuries and accidents

All employees have a safety responsibility to themselves and their fellow workers. These safety rules apply to all employees on all jobs. Additional rules may be established for special job conditions.

FCA has provided a sample employee orientation checklist. Be sure to customize this list to meet your company's safety expectations.

Employee Orientation Checklist

Areas to be Covered	Description	Completed	
		Yes	No
Company Safety Rules	Explain safety rules that are specific to your company and provide a copy of your company's safety manual.		
Company Policies	Explain the health and safety policies of your company		
Previous Training	Ask the employee if he or she has taken any safety training, and if they have, to please provide documentation.		
Training	Provide any necessary safety, environmental, compliance or policy/procedural training if required.		
Health and Safety	Inform the health and safety personnel, supervisors and foremen that a new employee has joined the company.		
In Case of Injury or Illness	Review the reporting procedures in the event of an injury and/or accident.		
Personal Protective Equipment (PPE)	Review the PPE policy required at your company. Issue appropriate personal protective equipment (PPE) that must be worn while work is being performed.		
Housekeeping	Maintain good housekeeping to keep work areas in a safe condition.		
Equipment and Tools	Unsafe tools, defective equipment and unguarded machinery are not to be used.		
Scaffolds	Must comply with the manufacturer's recommendation <i>and</i> OSHA standards. The erection, modification or removal of scaffolds must be overseen by a competent person.		
Emergency Contact	Provide names and phone numbers of the person(s) who must be contacted in case of emergency.		
Document	Maintain a record of the orientation to be placed in the employee's file.		
Additional information	Notes:		

"I have read and acknowledge the company policy, safety rules and disciplinary procedures. I agree to follow and practice all company required processes. I also understand that the failure to adhere to the safety rules could be grounds for dismissal."

NAME (PRINT): _____

DATE: _____

SIGNATURE: _____