New Employee Safety Orientation Checklist

Employee Name:	Department:	Shift:
Employer Representative:	Date:	Start Date:

Emergency Response	Date Trained	Trainee's Initials	Trainer's Initials
Provide info on phone use to report an emergency (911 or 9-911), other emergency numbers, the address and "Emergency" e-mail.			
Identify the area Emergency Responders/Safety Representatives and the locations of fire alarm pull stations, fire extinguishers, first aid kits, eye-wash stations, earthquake kits, etc.			
Review the department Emergency Action Plan, including the emergency alarm sounds, lights, code words, etc. and the employee's responsibilities in case of an emergency.			
Review the possible causes for evacuation within the department that may include, but not be limited to: fire, smoke, chemical spill, hazardous release, unsafe facility, dangerous person or situation, or as directed. Walk with employee to the designated meeting sites.			
Review the requirement that all fire extinguishers, emergency exits, doorways, shut off panels, sprinklers, alarms, etc. must be free from obstructions at all times.			
Completed training on Active Shooter Awareness and Workplace Violence on Washoe Channel.			
Injury/Illness Incident Reporting	**Date Trained**	**Trainee's Initials**	**Trainer's Initials**
All injuries, illnesses and incidents must be reported to employee's supervisor immediately. Forms are to be completed on the date of incident. Show how to find the forms on Flipside.			
Instructed to report all near-miss incidents and other safety concerns.			
Review the Important Highlights of the Worker's Compensation Program pamphlet			
Personal Protective Equipment (PPE)	**Date Trained**	**Trainee's Initials**	**Trainer's Initials**
Employee is instructed on general and job-specific policies and procedures relating to personal protective equipment and the requirements of when it must be used.			
Provided training relative to the personal protective equipment they will be using including its limitations, proper cleaning, use, storage, and replacement. These may include protection for head, hearing, eyes, face, hands, respiratory, foot, body.			

Hazard Identification/Chemical Safety	Date Trained	Trainee's Initials	Trainer's Initials

Instructed on the location of safety data sheets (hard copies and electronic versions) and the chemicals in the area.			
Provided hazard communication training and allowed to read the Safety Data Sheets for all chemical products they will be using.			
If applicable, review the respiratory protection program and complete the medical form and fit testing as needed.			
Instructed on the storage of flammable materials and the proper storage locations.			
Tool, Machine and Equipment Safety (herein referred to as Equipment)	**Date Trained**	**Trainee's Initials**	**Trainer's Initials**
Hands, body parts, and loose clothing and hair must be kept away from moving parts and pinch points of Equipment.			
Employee is instructed on the proper use of all Equipment, including how to stop them in an emergency.			
Machine guarding is pointed out. Equipment outfitted with guards must not be used if the guards are missing or otherwise ineffective. Equipment is to be tagged out and defects immediately reported to the supervisor.			
Employee is instructed on the proper procedure for clearing Equipment jams.			
Employee is instructed that there will be no climbing over or under, or reaching into energized Equipment.			
Employee is provided training on lockout/tagout policies and procedures to the level of their involvement.			
If applicable, review the hearing conservation program and complete medical testing as needed.			
Fall Prevention	**Date Trained**	**Trainee's Initials**	**Trainer's Initials**
Instructed that walkways and work areas are to be kept free of liquids or solids that could cause a slip, and clear of boxes, furniture, or other items that could be tripped over.			
Ladders, stepstools or lifts are to be inspected prior to use. Chairs, tables, etc. are not to be used to raise people to another level.			
Employees are instructed to hold railings when using stairs, ladders or stepstools.			
Employee has been instructed on all potential fall hazards within their jobs, including employee parking areas during inclement weather and that non-slip soled footwear should be worn on wet or slippery surfaces.			
If applicable, review the fall protection program and provide PPE and training in it's inspection and use.			
Employee has completed the video training on preventing slips, trips and falls.			
Hand Safety	**Date Trained**	**Trainee's Initials**	**Trainer's Initials**
Employee is instructed on tools with sharp edges and the proper techniques for using them and disposing of them.			
Instructed to use the proper type of glove for the task.			

Ergonomics	**Date Trained**	**Trainee's Initials**	**Trainer's Initials**
Employee may request a worksite evaluation for ergonomic recommendations by notifying their supervisor.			

Material-handling equipment whenever possible and for department identified job tasks.			
Employee completes back injury prevention / proper lifting technique training. Employees are instructed to ask for assistance on heavy, large or awkward objects.			
Powered Industrial Truck Awareness (forklifts, lifts, etc.)	**Date Trained**	**Trainee's Initials**	**Trainer's Initials**
Employee is shown powered industrical truck operational areas. ALL employees must be aware in areas where equipment is in use.			
Only employees specifically allowed by Washoe County may operate powered industrial trucks and must successfully complete training, re-training and follow proper procedures at all times.			
Provided inspection worksheets and where to file these reports for recordkeeping.			
Department Specific Items	**Date Trained**	**Trainee's Initials**	**Trainer's Initials**