

New employee safety orientation checklist

Organization name: _____

Employee name: _____ Date of hire: _____

Supervisor name: _____

SAFETY CHECKLIST ITEMS

The new employee and their supervisor must initial the following items.

	Employee	Supervisor
1. I have read and someone has explained to me the organization's safety policy, and I understand how my actions can impact workplace safety.		
2. I understand the roles and responsibilities of the company's Safety Coordinator/ Committee.		
3. I have read and someone has explained to me the safety rules for the organization and any rules specific to my job position.		
4. The company disciplinary policies have been explained to me.		
5. I have read and signed the New-Employee Designated Provider Notification Letter and understand I must report all injuries to my supervisor immediately.		
6. I understand that if I am injured, the organization needs me to participate in the post-incident investigation, as part of the ongoing efforts to provide a safe workplace.		
7. I have received and understand the procedures in case of emergency, including the action plan, evacuation routes and designated meeting location for employees.		
8. I understand the purpose of hazard communication and know the location of the safety data sheets (SDSs) file.		
9. I understand that I will have specific training regarding any tasks that I am expected to perform.		
10. I understand that I am NOT authorized to use any tools or equipment until I have received formal on-the-job training, testing and approval.		
11. I know where the first aid station and kits are located.		
12. I have been shown the job site facilities (if applicable).		
13. I have been issued and trained on the proper use of the following equipment:		
Hard hat	_____	_____
Safety glasses	_____	_____
Fall protection harness	_____	_____
Hearing protection	_____	_____
Respirator	_____	_____
Gloves	_____	_____
14. Other:		

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____

Please review and customize this sample document to reflect your organization's expectations. This is to be used as a supplement to and not in lieu of OSHA safety regulations and policies. Pinnacol Assurance assumes no responsibility for management or control of customer safety activities.