

	Safety Program and Policies Manual	Conduct safety training for each new employee assigned to your department. Return to HR after complete. Name: _____
New Employee Safety Orientation Checklist		Department: _____ Date of Hire or Transfer: _____

It is of primary importance that new employees are not simply assigned to a department and instructed to show up for work on a certain day, but are given specific job safety instructions and a department orientation. This will set the tone for their future employment. This instruction will also serve to emphasize what you and the citizens of Fairhope expect of them.

The following will serve as a brief checklist of the more important training topics that the department supervisor should cover in detail with each new employee (or transfers from other departments) as a routine practice.

Safety Orientation Checklist

- Tour of department, City and other work areas
- Discussion of job hazards & importance of safe work practices
- Heavy & repetitive manual material handling
- Location of lockers, restrooms, emergency eyewash & emergency shower
- Proper use of personal protective equipment, as needed
- Special clean-up rules, as needed
- General safety rules for this department
- Specific safety rules for this department
- Proper use of machinery, hand tools & mechanical lifting devices
- Location of fire extinguishers & first aid kits, along with any other emergency equipment
- Fire safety rules & smoking policy
- Emergency plan & rules for evacuation

“I acknowledge that information on the above topics was furnished to me during my orientation training.”

Employee's Signature

Date

“I have instructed the above-named employee in the fundamentals of safety practices as outlined in the orientation topics above.”

Supervisor's Signature

Date