

NEW EMPLOYEE JOB SAFETY ORIENTATION RECORD

EMPLOYEE NAME: _____ **DATE HIRED:** _____

<u>SUBJECT</u>	<u>DATE TRAINED</u>	<u>INITIAL</u>
Company Safety Policy Statement	_____	_____
Alcohol and Controlled Substances Policy	_____	_____
Employee Safety Responsibilities	_____	_____
Hazards associated with the work areas	_____	_____
General and job specific safety rules	_____	_____
Emergency procedures	_____	_____
Hazard Communication training	_____	_____
Tour of facilities and district equipment	_____	_____
Material Safety Data Sheets	_____	_____
Forklift Training	_____	_____
Personal Protective Equipment	_____	_____
Hand & Power Tool Safety	_____	_____
Machine Guarding	_____	_____
Electrical Safety	_____	_____

I have been trained in each of the above designated subject areas and will comply with all the policies, procedures and rules set forth.

NAME

DATE

SAFETY MEETING RECORD

DATE _____ CONDUCTED BY: _____

TOPIC(S) DISCUSSED: _____

HANDOUTS/VIDEOS/SLIDES SHOWN _____

LOCATION: _____

PRINTED NAME OF ATTENDEES

ATTENDEES SIGNATURES

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

(Original to be maintained in the main office for a period of no less than five years)

Safety Meeting Tips

- Keep it short
- Involve the audience
- Test for comprehension
- Document attendance
- Hold a follow-up session for those absent

Review

- Core Elements of a Safety Program
- Selecting safety training topics
- Developing a safety training program and documentation procedures
- Obtaining safety training materials
- Conduct the training

