

Employee Safety Orientation

Instructions: Each employee must be given a safety orientation before beginning work. This checklist documents that each required item was explained to the employee. The supervisor is to place a check in each box after the item has been explained. Employees are not to sign this form unless all items have been explained and all questions have been answered satisfactorily.

The employee _____ has been:

- Told about parts of the written safety program that describe the employer's safety efforts.
- Given a copy of the Safety Plan.
- Told who his/her elected safety committee representative is (if applicable).
- Advised of Drug-free Workplace Policy.
- Told when required safety meetings are scheduled.
- Told to report all injuries and shown how to do this.
- Told to report all hazards to her/his supervisor and shown how to do this.
- Shown where the first aid supplies are located and who to call for first aid.
- Shown where the exits are located and the route from the assigned workstation.
- Told what to do during any emergencies that could be expected to occur.
- Shown how to operate a fire extinguisher.
- Shown where to find the Material Safety Data Sheet (MSDS) file and program document.
- Taught how to read labels and use the MSDSs.
- Told generally what kinds of chemicals we use and their hazards.
- Trained on safe methods to perform the job/task the employee was assigned.
- Given any personal protective equipment (PPE) required and trained on how to use and care.
- Provided any formal training required to do his/her job such as proper lifting, forklift operation etc.

The signatures below document that the above orientation was completed on the date below. Both parties accept responsibility for keeping our workplace safe and healthful.

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____

Self-Inspection Checklist

Regular self-inspection of your workplace can be an effective way of finding and eliminating hazards before they cause injuries. Having a list of items to spot check will help you catch problems that you think might happen. Generic checklists are not always effective tools because they are either very long and list items that do not apply to your workplace or are too general and do not remind you to check specific items in your operation. The attached template will get you started in writing a custom checklist(s).

1. Pick out and delete items under each category that do not apply in your workplace.
2. Add new items to the checklist and make existing items more specific to your operation based on your experience with:
 - Causes of past injuries/illness.
 - Previous hazards identified during OSHA compliance or consultation visits
 - Previous hazards noted by your insurance company.
 - Safety issues that you frequently remind or discipline employees about - such as missing guards, unsafe shortcuts in the production process, or personal protective equipment (PPE) that is not worn.
3. You should also add items to routinely check, based on your study of:
 - OSHA standards that cover your operations and equipment.
 - Work rules and PPE requirements in your safety program.
 - Manufacturer's operating instructions and PPE recommendations for tools and equipment.
4. Leave some blank lines so the person using the checklist can note hazardous conditions that do not fit any of the listed items. Give self-inspection duties to several people - perhaps on a rotating basis or give each person an area to inspect. Maybe they can even trade areas every so often to let a "fresh pair of eyes" spot hazards that workers may have come to accept as normal.

Sharing this responsibility raises hazard awareness of more employees. It also reinforces the idea that a safe workplace is the responsibility of both management and employees.

Worksite Inspection Checklist

Date _____
Location _____
Inspector _____
Inspector _____
Inspector _____

General

- Is the safety bulletin board up and visible?
- Are safety committee/meeting minutes posted or communicated?
- Do employees know how to report unsafe working conditions?
- Are near miss and injury investigations conducted?
- Do employees know where the accident prevention program is and what it says?
- Are first aid kits well marked and accessible by employees at all times?
- Do employees know where and how to get first aid?
- Is each first aid kit complete? (A list of required items inside each kit is helpful)
- Are first aid trained employees cards current?

Emergency Evacuation & Emergency Exits

TIP: Getting the evacuation map of your office will help you check and document any noted concerns.

- Are emergency phone numbers posted where they can be seen from telephones?
- Are all exits and paths to/from exits free of obstructions?
- Are exits clearly marked?
- Are exit routes clearly marked and well lit?
- Do emergency lights work?
- Are doors that could be mistaken for a way of exit marked "Not an Exit" or with the name of the room?
- Can all exits be opened from the inside without a key?
- Do emergency alarms work?
- Are evacuation/fire drills conducted regularly?
- Do employees know where to gather?

Electrical

- Are extension cords used only for temporary use?
- Are power cords free of splices, taps, and damaged insulation?
- Do all extension cords have ground pins in place?
- Are live electrical parts on tools, equipment, building wiring, and electrical panels enclosed to prevent contact?
- Do circuits become overloaded? If so why?
- Are breaker boxes clear and can they be accessed when needed?
- Are machines that have moisture (e.g.: refrigerators, air conditioners) or used outdoors or in industrial settings grounded?

- Do electrical cords and equipment used at wet locations have waterproof covers or seals to keep moisture out?

Work Stations

- Are chairs are in good condition?
- Are the workstations adjusted for the person?
- Are materials stored safely?

Housekeeping

- Are toilets and washing facilities clean and stocked with supplies (soap, towels, toilet paper)?
- Is clean drinking water from a fountain or with individual drinking cups provided?
- If drinking water is supplied in containers, are they kept clean and closed?
- Are waste containers kept clean and emptied as needed?
- Is there effective drainage for wet areas?
- Are scrap materials stored safely to prevent tripping, fire or pest hazards?
- Are spills cleaned up promptly?

Chemical Safety

- Is there a written hazard communication program? Is it accessible?
- Are employees trained in the program, safe use, and hazards of the chemical that they are exposed to?
- Can an employee find the MSDS for a chemical he/she is using and tell you about the hazards and required PPE?
- Do all chemical boxes, bottles, bags, tanks, etc. have a label that has the chemical name and appropriate hazard warning?
- Is the chemical list current?

Lighting

- Is there sufficient lighting in work areas?
- Are parking areas equipped with sufficient security lighting?
- Are temporary lights protected from accidental breakage?

Walking Surfaces/Stairways

- Are aisles and passageways kept clear of tripping hazards (cords, pipes, hoses etc.) and at least 28" wide?
- Is the floor free of holes, projections, or depressions that could cause trips.
- Are covers on holes or large openings in floors secure and capable of supporting the maximum load safely?
- Are floors able to hold the intended load safely?
- Are guardrails in place on the open sides of all walking surfaces 4' or more above an adjacent surface?
- Are guardrails 36" – 42" high and capable of withstanding 200 LB of force

- in any direction against the top rail?
- Are stair tread surfaces non-slip, not excessively worn, and free of stored materials?
- Are walkways protected from or clearly visible to vehicle or forklift traffic?
- Are employees expected to work from heights? If yes, is fall protection provided?
- Are rails installed on stairways with four or more risers?

Personal Protective Equipment

- Has a Personal Protective Equipment (PPE) hazard assessment been conducted for the job?
- Are employees trained in the use and care of their PPE?
- Does the furnished PPE fit?
- Is the PPE in good condition?
- Is the PPE appropriate for the job?
- Do employees wear the PPE when required?
- Is documentation of the training available?
- Are safety glasses worn where there is a potential for flying particles or objects?
- Are goggles or face shield worn where there is a danger of corrosive material splash?
- Is safety-toed footwear worn where there is a potential for heavy objects to roll or fall on the feet?
- Is a hard hat worn where there is a potential for being struck by a falling or flying object?
- Are ear plugs or ear muffs available and used in areas where it is necessary to raise your voice to be heard by a co-worker?
- Are gloves, aprons, or shields worn when there is a danger of cuts or chemical contact?

Portable Ladders

- Are ladders in good condition with tight joints between steps and rails, no missing parts, or damage?
- Are defective ladders removed from service?
- Are rungs and steps free of grease and oil?
- Do employees have both hands free when they are climbing up the ladder?
- Do employees use a longer ladder rather than use the top step of a stepladder?
- Do employees use a single or extension ladder rather than lean stepladder against a wall to climb?

- Are ladders raised at least 3' above an upper level if the employee will climb onto that level?
- Are ladders used at a 4 to 1 angle?
- Are employees using non-metallic ladders when working around electrical equipment?

Sprinkler Systems and Portable Fire Extinguishers

- Are fire extinguishers charged and mounted in their assigned, labeled locations? (Required monthly)
- Are fire extinguishers that do not pass inspection removed?
- Are defective fire extinguishers replaced?
- Are employees who are expected to use portable fire extinguishers trained?
- Is there a minimum 18" clearance below sprinkler heads?

Storage

- Are materials stored in a way that does not create a hazard (protected from slipping or collapse)?
- Are storage areas kept free of tripping and fire hazards?
- Are shelves capable of holding the intended load?
- Do employees have a safe way to stock and unstock the shelves?
- Do employees have to get on the shelves to get stock?
- If yes, are they using fall protection?
- Are storage racks tightly assembled and free of sagging from overload or damage by vehicle traffic?
- Is there safe clearance for forklifts through aisles and doorways and to allow placing and picking loads at elevation?
- Do employees use a safety cage with a forklift when necessary to manually retrieve materials from high shelves?
- Are hand trucks, carts, or hoists available and used for routine lifting or carrying tasks?

Portable Tools

- Has the employee been trained to use this tool?
- Are all the safe guards and devices there, working and working correctly?
- Is the employee wearing PPE?
- Is the extension cord safe?
- Is the tool the right tool for the job?
- Are hand-held tools properly grounded (3-wire cord) or marked as double insulated?
- Observe the work practice. Is it a safe one?