

New Employee Safety Orientation Process

As the safety coordinator, you play a very important role in assimilating new employees into ABC Company and their work environment. This checklist is provided as a guide to help you through the safety orientation process for new employees working in general industry roles.

First, read through the "Safety Orientation" handout that each new employee will receive to become familiar with each topic and how it relates to the new employees' specific work area. Second, be prepared to discuss with new workers each category of information included in this worksheet, as applicable, to ensure employees are properly prepared to begin work safely.

Safety Orientation Handout	
ü Done	Orientation Step
	Give each employee a copy of "Safety Orientation" handout
	Point out 'Quick Guide' bullet points in each section
	Complete the rest of this check sheet to make sure all orientation points are covered and addressed with each new employee

Emergency Actions & Operations	
ü Done	Orientation Step
	Explain emergency fire operations: 1. Discover fire 2. Leave fire area 3. Sound alarm 4. Notify proper personnel
	Show them the location of the nearest first aid kit
	Show them the location of the nearest emergency telephone
	Show them where the medical department is located
	Show them the nearest eye wash station if their job will require them to work with any corrosive chemicals

Evacuations & Shelters	
ü Done	Orientation Step
	Show them their designated meeting location
	Take them to your designated tornado shelter area

Personal Protective Equipment	
ü Done	Orientation Step
	Check that each employee has safety glasses with side shields
	Check that each employee has safety shoes with steel toes
	Tell them what PPE is required and when
	Check if employees have gloves (if needed). Provide gloves if necessary.
	Show employees how to get extra gloves, if needed

Hazard Communication & Chemical Safety

ü Done	Orientation Step
	Tell all employees how to access MSDS information
	Tell them about ANY chemicals they will be working with to include: 1. Any hazards associated with that chemical 2. Any PPE required when using that chemical 3. First aid procedures to follow if exposed to the chemical 4. Signs and symptoms of over exposure to that chemical
	Show them how to label any secondary container they may create
	Tell them what to do if there is a significant chemical spill

Machine Operations (for machine operators only)

ü Done	Orientation Step
	Verify the employee is qualified to operate the specific machine s/he will be required to use.
	Have the employee demonstrate machine operations and functions
	Ask the employee how s/he would troubleshoot various problems
	Tell the employee how to call for help if the machine is down

Machine Safeguarding (for machine operators only)

ü Done	Orientation Step
	Show the employee the various types of machine safeguarding on the machine to include: 1. two-hand trip devices 2. light curtains 3. barrier guards 4. limit switches
	Show them how to test machine safeguards to ensure they are working

Electrical Work Zone Safety

ü Done	Orientation Step
	Show employees orange safety cones in your work area
	Tell them that when a work zone is established, not to enter the zone

Maintaining Safe Walking & Working Surfaces

ü Done	Orientation Step
	Walk each employee through their work area
	Point out potential trip hazards (cords, hoses, etc)
	Show employees how to keep hoses and cords organized
	Show employees where oil may be on the floor and how to avoid slipping
	When there are elevated platforms, show them the platforms
	Show them pedestrian aisles and high-traffic intersections
	Stress the importance of being aware of vehicle traffic in all areas