Temporary workers: New employee safety orientation

Employee’s name: Position: Hire date:

Department assigned: Supervisor:

**General safety orientation** (to be completed by temp/staffing agency)

|  |  |  |  |
| --- | --- | --- | --- |
| Topics | Employeeinitial | Topics | Employeeinitial |
| Issue employee safety handbook |  | Safety committee functions |  |
| Company safety policy |  | How to report an unsafe work practice or condition |  |
| Safety and accident prevention goals |  | Accident reporting procedures |  |
| Worker safety responsibilities |  | Early return-to-work program |  |
| General safety rules |  | Emergency evacuation plan |  |
|  |  |  |  |

 Employee signature Date Personnel representative signature Date

**Job safety orientation** (to be completed by the host employer/client)

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| --- | --- | --- | --- |
| Topics | Employeeinitial | Topics | Employeeinitial |
| Issue employee safety handbook from host employer/client |  |  |  |
| Introduction to work area, danger areas, exits, AEDs, first aid supplies |  |  |  |
| Issue required personal protective equipment (PPE) |  |  |  |
| Hazard communication/safety data sheets (SDS) |  |  |  |
| Department safety rules |  |  |  |
| Equipment tools, and machinery safety procedures (including guarding and lockout/tagout) |  |  |  |
| Emergency evacuation plan |  |  |  |
| Hazard and incident/accident reporting protocols |  |  |  |
| Heat/wildfire smoke (if applicable) |  |  |  |

 Employee signature Date Supervisor signature Date

Completed form must be returned to Human Resources within five days of placement.

# Possible topics for job safety orientation

|  |  |
| --- | --- |
| **Protective equipment*** Use of safety glasses
* Use of gloves and protective clothing
* Hearing protection
* Head protection
* Footwear requirements
* Respiratory protection

**Tool use*** Tool selection
* Knives and razors
* Non-powered hand tools
* Pneumatic tools
* Use of nail guns
* Hand-held grinders
* Skill saws
* Spray finishing equipment

**Equipment and machinery*** Lockout/tagout program
* Pinch, shear, and crush points
* Equipment guarding practices
* Clearing jams
* Lubrication and adjustments
* Jogging procedure
* Cranes and hoists

**Electrical safety*** Location of emergency shutoffs
* Inspection and maintenance of power cords
* Maintaining clearance at electrical panels

**Chemical safety*** Hazard communication program
* Reading labels and safety data sheets (SDS’s)
* Chemical storage procedures
* Personal hygiene
* Cleanup and disposal methods

**Forklifts*** Operator training and certification
* Working around forklifts
* Visible and audible alarms
* No rider policy
 | **Fire prevention*** Smoking policy
* Trash disposal
* Sources of ignition
* Flammable liquids
* Fire extinguishers

**Ergonomics*** Standing and seated task adjustments
* Job rotation/avoiding repetitive motion
* Rest break scheduling
* Awareness of cumulative trauma
* Tool use
* Setting up computer workstation

**Manual material handling*** Basic lifting techniques and use of lifting aids
* When to get help
* Special lifting tasks
* Limitations of lifting belts

**Fall prevention*** General rules for working from heights
* Ladder safety
* Personnel lifts
* Cherry picker operation
* Guard rails
* Use of harness and life lines
* Fall prevention plan

**Housekeeping*** Disposal of trash and oily materials
* Prevention of slip, trip, and fall hazards
* Maintenance of aisles and exits
* Trash compactor operation

**General work practices*** Emergency procedures
* Reporting hazards, incidents, and accidents
* Clothing, hair, and grooming standards
* Break scheduling
* Alcohol/drug policies
* Workplace violence and harassment
* Horseplay, running in work area
* Avoiding risks
* Flexibility stretching program
* Distractions: phones, headphones
* Heat/wildfire smoke
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