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	Employee initial	Topics	Employee initial
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)

Topics	Employee initial	Topics	Employee initial
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)			

Date

Supervisor signature

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

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