

EMPLOYEE ORIENTATION CHECKLIST

Company:	Employee:
Trainer:	Hire Date:
Date:	Position:

This checklist is a guide for conducting orientations and advising new employees on **insert your company's** requirements. Once completed and signed, it serves as a documented record that orientation has been completed and processes have been explained.

#	Requirement	Date	Initials
1.	Explain the company's safety program, including:		
1.1	The orientation.		
1.2	On-the-job training.		
1.3	Safety meetings.		
1.	Investigations.		
1.	Accident prevention.		
2.	Care for personal protective equipment.		

SAMPLE



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3.	a. When to wear it.		
	b. How to wear it.		
	c. Why to wear it.		
	d. How to inspect it.		
	e. How to store it.		
	f. How to dispose of it.		
4.	Respiratory protection, methods and records as they relate to the employee's specific job.		
5.	Vehicle rules and mandatory requirements.		
6.	Fire prevention, control and training.		
7.	Emergency plan and procedures.		
	a. Evacuation route and assembly point.		
	b. Use of fire-fighting equipment.		
	c. Specific emergency procedures (such as, but not limited to, ...)		
8.	Vehicle use and parking.		
9.	Personal work habits and expectations.		
	a. Safety consciousness of all workers.		
	b. Lighting and maintenance.		
	c. Weathering.		
	d. Smoking policy.		
	e. Housekeeping policy.		
	f. Personal handling techniques.		

NOTE TO EMPLOYER: To use this form, fill in the appropriate information and sign the appropriate fields.

The appropriate fields with the appropriate topics have been discussed to the satisfaction of both parties and that both the trainer and the employee accept responsibility for maintaining a safe work environment.

Trainer:	Date:
Signature:	Initials: