

## NEW HIRE ORIENTATION SAFETY CHECKLIST

Cover the following topics during orientation for all new hires to help them adapt to your operation, recognize hazards and prevent injuries.

### Job tasks

- Employees taught proper lifting techniques
- Employees taught about fatigue and how to evaluate themselves
- Employees taught about distracted driving and cell phone policy
- Visual, mental and cognitive distracted driving explained to employees
- Employees are shown how to inspect their vehicle
- Job training includes what to do, what not to do and why
- Risk identification and avoidance training is part of every job training

### Tools and equipment

- Employees are shown how to use any tools or equipment they are expected to use
- Employees are shown how to inspect tools and equipment before use
- Employees are taught how to use Personal Protective Equipment (PPE)
- Employees instructed to never use damaged or broken tools and equipment
- Employees are taught how to get replacement tools, equipment and PPE
- Employees are taught how to submit tools and equipment for repairs

### Safety culture

- Company safety values are demonstrated to employees
- Employees told how to report injuries, hazards and near misses
- Employees are informed that you expect them to ask questions
- Employees are notified that they are expected to use all PPE

### Emergency action plans

- Employees are informed of emergency action plans and what to do in case of fires, chemical spills, severe weather emergencies and motor vehicle accidents
- Employees are told who to call for different emergencies
- Employees are shown where they can find emergency phone numbers

### Hazard communication

- Employees are notified of any hazardous substances
- Employees are aware of Safety Data Sheets (SDS) and where to find them
- Employees are shown how to identify hazardous substances by their labels

