## **Safety Orientation Checklist**



| Employee Name  | Date of   | f Hire I   | Date of Orientation  | Time Started       | Time Completed  |  |
|--|---|--|--|--------------------|-----------------|--|
| D'.' /I 1 A '  |   |  |  |                    |                 |  |
| Position/Job Assignment  |   |  |  |                    |                 |  |
| Current Employee New Employee Transfer Rehire Temporary Help Volunteer |   |  |  |                    |                 |  |
| Check items completed and discussed:                                   |   |  |  |                    |                 |  |
|  | Purpose of orientation  |  |  |                    |                 |  |
|  | Safety Matters and Fire Safety in the Workplace have been completed by the employee. Safety Matters is available in GoSignMeUp; Fire Safety in the Workplace is part of the New Employee Required Training which is automatically assigned.   |  |  |                    |                 |  |
|  | Review unit-specific accident reporting procedures and the online accident reporting form available on the Environmental Health and Safety website ( <u>http://www.uidaho.edu/safety/</u> )   |  |  |                    |                 |  |
|  | <ul> <li>First-Aid</li> <li>Obtaining appropriate medical treatment</li> <li>Location and operation of emergency equipment (first-aid kits, eyewashes, showers, AED)</li> <li>Location of phones and numbers to call when medical emergencies occur</li> <li>Location and names of employees trained and certified to provide first-aid/CPR</li> </ul>  |  |  |                    |                 |  |
|  | <ul> <li>Potential hazards on the job</li> <li>What they are and how to deal with them safely (Review applicable Job Hazard Analysis (JHA) forms)</li> <li>Required personal protective equipment (PPE) and how to use it</li> <li>Location and purpose of HazCom Binder and Safety Data Sheets (SDS)</li> </ul>  |  |  |                    |                 |  |
|  | <ul> <li>Review unit-specific emergency evacuation procedures, including the following:</li> <li>Location and content of unit's Emergency Response Plan and Fire Response Plan</li> <li>Exit locations, evacuation routes, designated gathering area (review evacuation maps if posted)</li> <li>Location and purpose of Areas of Evacuation Assistance (if applicable)</li> <li>Location and operation of fire alarms and fire extinguishers</li> <li>Location of phones and numbers that should be called in addition to 911</li> </ul> |  |  |                    |                 |  |
|  | <ul> <li>Review unit safety program(s) and</li> <li>Appropriate sections of unit's</li> <li>Location and content of unit-s</li> <li>University safety policies and accessible over the web at bat</li> </ul>  | manual of sta<br>pecific safety<br>procedures: s | ndard operating pro<br>policies and/or reso<br>ee Chapter 35 of th | ocedures<br>ources | cedures Manual, |  |

- accessible over the web at: <u>http://www.uidaho.edu/apm/35</u>
- Function of unit safety committee and meetings
- Introduce to unit safety committee representative
  Advise of Environmental Health and Safety's phone number (208-885-6524) and website
- http://www.uidaho.edu/safety/
- Safety Concern form submission

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## **Safety Orientation Checklist**



Review general safe work practices and how they apply to employee's work environment

• Proper lifting techniques

- Avoiding slips, trips, and falls •
- Good housekeeping, expectations •
- Job-specific tools and equipment

Safety training: The employee knows how to register for courses in GoSignMeUp. The supervisor should work with the employee to ensure all necessary training courses have been added to the employee's assigned courses. For additional information on what courses to assign, please see Environmental Health and Safety's Safety Training Needs Matrix

- Unit / On-the-job training
  - Assess employee's skill level and qualifications for tasks assigned and tools used •
  - List other unit specific / on-the-job training required/provided in the space provided below •

|                        | Course name / Training Provided         | Presented by       | Date Completed |
|------------------------|---|--------------------|----------------|
|                        |   |                    |                |
|                        |   |                    |                |
|                        |   |                    |                |
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|                        |   |                    |                |
|                        |   |                    |                |
|                        |   |                    |                |
| I have instructed      | the undersigned employee on the items c | checked and noted: |                |
| Supervisor's signature |   |                    | Date           |
|                        |   |                    |                |

Employee's signature Date Page 2 of 2

I have received orientation and instruction on the items checked and noted:

This form should be filed in the employee's unit personnel file and updated as necessary

V2023-05-08