Safety Orientation Checklist



Employee Name		Date of Hire	Date of Orientation	Time Started	Time Completed
Position/Job Assig	gnment				
Current Em	ployee	e Transf	er Rehire	☐ Temporary Help	Volunteer
Check items con	mpleted and discussed:				
	Purpose of orientation				
	Safety Matters and Fire Safe available in GoSignMeUp; which is automatically assig	Fire Safety in the	-		
	Review unit-specific accide Environmental Health and S				m available on the
	 First-Aid Obtaining appropriate medical treatment Location and operation of emergency equipment (first-aid kits, eyewashes, showers, AED) Location of phones and numbers to call when medical emergencies occur Location and names of employees trained and certified to provide first-aid/CPR 				
	 Potential hazards on the job What they are and how Required personal prote Location and purpose of 	to deal with then ective equipment	(PPE) and how to us	e it	alysis (JHA) forms)
	 Review unit-specific emerg Location and content of Exit locations, evacuati Location and purpose of Location and operation Location of phones and 	f unit's Emergence on routes, design of Areas of Evacu of fire alarms and	y Response Plan and ated gathering area (i ation Assistance (if a d fire extinguishers	l Fire Response Plan review evacuation mappplicable)	os if posted)
	 Review unit safety program Appropriate sections of Location and content of University safety polici accessible over the web Function of unit safety Introduce to unit safety Advise of Environment http://www.uidaho.edu. Safety Concern form su 	cunit's manual of f unit-specific saf les and procedure o at: http://www.u committee and m committee represal Health and Saf /safety/	standard operating p ety policies and/or re s: see Chapter 35 of to idaho.edu/apm/35 eetings sentative	procedures esources the Administrative Pro	

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	 Review general safe work practices and le Proper lifting techniques Avoiding slips, trips, and falls Good housekeeping, expectations Job-specific tools and equipment 	now they apply to employee's work	environment			
	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			
			_			
I have instruct	ted the undersigned employee on the items o	checked and noted:				
Supervisor's si	gnature		Date			
I have received	d orientation and instruction on the items c	hecked and noted:				
Employee's signature			Date			