

## SAFETY ORIENTATION CHECKLIST

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Review the following safety items with all new employees before they begin work in production and return this completed checklist to the Human Resources Dept.

- Describe the following general safety rules:
  - Dress properly: No loose clothing, dangling jewelry, must wear shoes, etc.
  - No horseplay
  - Report unsafe conditions and all injuries or accidents to your supervisor.
  - Lockout, tag-out or disconnect power on any equipment or machines before any maintenance or unjamming.
  - Keep the work area clean.
  - Only authorized personnel should go in the warehouse area or use the forklift.
  - Garbage compactor rules and operation.
  - Employees are responsible to read, understand and comply with safety policies.
  
- Define potential risks or hazards in the work area and how to prevent them. Describe protective gear requirements, if applicable.
  
- Describe proper tool usage and care. Keep equipment in safe working condition.
  
- Review proper lifting techniques.
  
- Describe chemicals used, how to use them and the requirement for employees to read the MSDS sheets prior to using the chemical. Show where the MSDS books are located. Discuss container labeling and waste disposal requirements.
  
- Show emergency exits, assembly location and fire extinguisher locations.

I have received training in the above safety rules and know that it is my responsibility to understand and comply with them.

Employee: \_\_\_\_\_

Supervisor: \_\_\_\_\_