

Employee Safety Orientation Checklist

Instructions: Each employee must be given a safety orientation before beginning work. This checklist documents that each required item was explained to the employee. Both supervisor and employee should initial each topic after it's covered.

Employee's Name
Date

Employees should not sign at the end of the form unless all items have been explained and all questions have been sufficiently answered.

*Note: This **optional sample checklist** addresses required items of [WAC 296-800](#) Safety & Health Core Rules. Additional requirements may apply to certain industries or kinds of work. If you use this form, be sure to modify it to fit the needs of your work place.*

	Supervisor Initials	Employee Initials
General Safety Information		
<input type="checkbox"/> A description of your company's total safety and health program and policies.		
<input type="checkbox"/> How and when to report on-the-job injuries.		
<input type="checkbox"/> How to report hazards, unsafe conditions and practices, and close calls ("near-misses").		
<input type="checkbox"/> Location of first-aid facilities/kits in your workplace.		
Emergency Procedures and Evacuation		
<input type="checkbox"/> Location of exits, the evacuation route from the assigned workstation, and assembly point.		
<input type="checkbox"/> What to do in emergency situations that might occur (fire, earthquake, power outage, violence, etc.).		
Chemical Hazard Communications		
<i>Identification of hazardous gases, chemicals, or materials used in the facility and their hazards according to the Hazard Communication Program training requirements, including:</i>		
<input type="checkbox"/> Where to find the Safety Data Sheets (SDSs) and written Hazard Communication Program.		
<input type="checkbox"/> How to read container labels and use SDSs.		
<input type="checkbox"/> Training on the hazards, precautions, and safe use of chemicals the employee will be using, including specific Personal Protective Equipment (PPE).		
<input type="checkbox"/> Emergency actions to take after an accidental exposure, spill, splash, or other incident.		

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		Supervisor Initials	Employee Initials
Job/Task Specific Orientation <i>On-the-job orientation and training on what the employee needs to know to perform the initial job/task assignments safely (e.g. proper lifting, lock-out/tag-out, driving safety, etc.), including required Personal Protective Equipment (PPE).</i>			
Position Title:			
Job/Task:			
<input type="checkbox"/>	Hazards associated with this job/task.		
<input type="checkbox"/>	Safe practices and procedures.		
<input type="checkbox"/>	Training on use and care of required PPE.		
Required PPE:			
Job/Task:			
<input type="checkbox"/>	Hazards associated with this job/task.		
<input type="checkbox"/>	Safe practices and procedures.		
<input type="checkbox"/>	Training on use and care of required PPE.		
Required PPE:			
Job/Task:			
<input type="checkbox"/>	Hazards associated with this job/task.		
<input type="checkbox"/>	Safe practices and procedures.		
<input type="checkbox"/>	Training on use and care of required PPE.		
Required PPE:			
Job/Task:			
<input type="checkbox"/>	Hazards associated with this job/task.		
<input type="checkbox"/>	Safe practices and procedures.		
<input type="checkbox"/>	Training on use and care of required PPE.		
Required PPE:			
Job/Task:			
<input type="checkbox"/>	Hazards associated with this job/task.		
<input type="checkbox"/>	Safe practices and procedures.		
<input type="checkbox"/>	Training on use and care of required PPE.		
Required PPE:			

The signatures below document that the appropriate items have been discussed to the satisfaction of both parties. Both the supervisor and employee accept responsibility to maintain a safe and healthful working environment.

Print Supervisor's Name

Supervisor's Signature

Date

Print Employee's Name

Employee's Signature

Date