

New Employee Safety Orientation Program Checklist

Supervisors are responsible for providing a safety and health program orientation to all personnel under their jurisdiction. The fact that this orientation has occurred must be documented.

This orientation will occur during the employee's first week on the job and include as a minimum:

✓	A discussion of the employee's right to a safe and healthful workplace
✓	How to report safety hazards
✓	How to report an accident
✓	A review of the Station Safety Plan
✓	Written programs
✓	Additional information
✓	Requirements specific to the employee's work location
✓	A review of applicable Department of the Interior, Service, and Regional safety and health policies
✓	The identification and demonstration of safe work procedures related to the employee's job
✓	The issuance and review of the proper use of any personnel protective equipment (e.g., hard hat, gloves, safety glasses) needed for the employee's job
✓	A review of emergency procedures
✓	A review of hazards in the workplace, including significant chemical, mechanical, biological, and environmental hazards

Name of employee _____

Name of supervisor _____

Date of New Employee Orientation _____