

Safety Orientation Checklist

Employee Name _____ Date of Hire _____ Date of Orientation _____ Time Started _____ Time Completed _____

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 Bridge; *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 (go.uidaho.edu/safety)
- ☐ First-Aid
 - Obtaining appropriate medical treatment
 - Location and operation of emergency equipment (first-aid kits, eyewashes, showers, AED)
 - How to best contact emergency services when a 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 to deal with them safely (Review applicable Job Hazard Analysis (JHA) forms)
 - Required personal protective equipment (PPE) and how to use it
 - Location and purpose of HazCom Binder and Safety Data Sheets (SDS)
- ☐ Review unit-specific emergency evacuation procedures, including the following:
 - Location and content of unit's Emergency Response Plan and Fire Response Plan
 - Exit locations, evacuation routes, designated gathering area (review evacuation maps if posted)
 - Location and purpose of Areas of Evacuation Assistance (if applicable)
 - Location and operation of fire alarms and fire extinguishers
 - Location of phones and numbers that should be called in addition to 911
- ☐ Review unit safety program(s) and resources, including the following:
 - Appropriate sections of unit's manual of standard operating procedures
 - Location and content of unit-specific safety policies and/or resources
 - University safety policies and procedures: see Chapter 35 of the Administrative Procedures Manual, accessible over the web at: <http://www.uidaho.edu/apm/35>
 - 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 (go.uidaho.edu/safety)
 - Safety Concern form submission

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- ☐ 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 Bridge. 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 available on the EHS training webpage (go.uidaho.edu/safety).

- ☐ 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 instructed the undersigned employee on the items checked and noted:

Supervisor's signature

Date

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

Employee's signature

Date