



New Employee Safety Orientation Checklist

*Prepared by Chief Executive Office, Risk Management Branch
Loss Control and Prevention Section*

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Contact Loss Control and Prevention at (213) 738-2269 for additional information

Employee Name: _____ Job Title: _____

Employee Supervisor: _____ Date: _____

SUBJECT	STATUS		
	Yes	No	N/A
Safety Responsibility			
Stress the importance of employee safety and responsibility in the workplace including all best practices.			
Encourage employees to ask questions and challenge unsafe practices.			
Review housekeeping procedures and stress importance of clutter free environment.			
Review appropriate state, federal and local regulations.			
Fire and Emergency Procedures			
Review emergency phone numbers.			
Review emergency evacuation procedures for the work area.			
Conduct a walkthrough of appropriate evacuation routes.			
Point out the designated emergency assembly area.			
Fire Extinguishers			
Identify fire extinguishers located in the work area.			
Inform employee that fire extinguishers should only be used if properly trained to do so.			
First Aid			
Point out first aid kits.			
Inform the employee that first aid may be provided only if properly trained to do so.			
Reporting Requirements			
Review the reporting requirements for accidents, injuries and near misses.			
Safety Training			
Review the Injury and Illness Prevention Program.			
Review the Ergonomics Program to include proper workstation set up and positioning.			
Review material handling procedures to include proper lifting, pushing and pulling techniques.			
Review the Hazard Communication Program including the use of Material Safety Data Sheets.			
Review the Bloodborne Pathogens Program.			
Review the Heat Illness Prevention Program.			
Review the Respiratory Protection Program.			
Other: _____			
Safety Equipment Requirement and Training			
Review procedures for the proper use and wear of eye protection (goggles, faceshields, safety glasses, etc.).			
Review procedures for the proper use of head protection.			
Review procedures for the proper use of hand protection (gloves).			

Review procedures for the proper use of foot protection.	
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