



SAFETY POLICY AND PROCEDURE MANUAL

NUMBER 5.0 – NEW HIRE SAFETY ORIENTATION

ATTACHMENT B - NEW HIRE SAFETY ORIENTATION TRAINING FORM

Number: 5.0 Issued: 5/2018 Revised: Revised: 1/2024 Page 1 of 3

Employee Name: _____ Date: _____

Department: _____ Position: _____ Hire Date: _____

Training Partner: _____ Supervisor: _____

A copy of this completed checklist should be maintained in the employee's personnel file.

After reviewing and receiving a copy of the safety rules, it is the Supervisor's responsibility to ensure that the new hire has been fully instructed in all the following items. The Supervisor and newly hired employee(s) must initial next to each area that training was performed and understood:

EMPLOYEE	SUPERVISOR	1. JHA (JOB HAZARD ANALYSIS)
		Give a copy of the JHA form to the new hire
		New hire to read and understand the JHA for their job
		Explain how the job is done, and at each step, discuss the potential hazards and how they are avoided
		It is the employees responsibility to read and sign the JHA for the job that they are assigned prior to performing the job

EMPLOYEE	SUPERVISOR	2. PPE (PERSONAL PROTECTIVE EQUIPMENT)
		Safety Shoes - Explain the required type(s) of safety shoes
		Safety Glasses - Explain the required types
		Hearing Protection - List the areas requiring hearing protection. Explain proper wear and use
		Clothing - Explain dress code and any job specific requirements
		Gloves - Explain the required glove(s) for the job

EMPLOYEE	SUPERVISOR	3. MACHINE GUARDING SAFETY PROGRAM
		Explain guarding requirements.
		Explain rules regarding guard removal.
		Explain any necessary machine guarding.

EMPLOYEE	SUPERVISOR	4. MATERIAL HANDLING
		Explain proper/safe lifting techniques and when to ask for help.
		Explain any material specific precautions.

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EMPLOYEE	SUPERVISOR	5. HAZARD COMMUNICATION PROGRAM
		Explain to the new hire what chemicals used in the plant are hazardous and how to recognize them
		Show location of SDS (Safety Data Sheets) books and review secondary labeling procedures
		For each chemical: <ul style="list-style-type: none"> - Explain why the chemical is hazardous. (Is it flammable, caustic, toxic, etc.) - Explain first aid and emergency procedures. What should the employee do if the chemical contacts, skin, eyes, or is ingested - Explain what to do if the chemical is spilled - Explain how to dispose of the chemical after use - Explain any special storage or handling requirements of the chemical - Explain what Personal Protective Equipment must be worn when handling or working with the chemical - Tell employee not to use a chemical without prior training. Insure understanding that no hazardous chemical is to be used without proper training and review of the SDS

EMPLOYEE	SUPERVISOR	6. TOOL SAFETY PROGRAM
		Explain proper use and storage of commonly used tools on the job

EMPLOYEE	SUPERVISOR	7. BLOODBORNE PATHOGENS PROGRAM
		Explain the purpose of the Bloodborne Pathogen Program and universal precautions
		Explain the First Aid Practices and location of first aid kit(s)
		Review first aid responders list and introduce a responder

EMPLOYEE	SUPERVISOR	8. CONFINED SPACES
		Explain the Purpose of confined space program
		Review the confined spaces at the Facility

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EMPLOYEE	SUPERVISOR	9. EMERGENCY ACTION PLAN
		Explain the purpose of program/types of emergencies
		Review the emergency paging system
		Review the evacuation routes (facility map)
		Review the facility emergency action plan

EMPLOYEE	SUPERVISOR	10. FIRE EXTINGUISHERS
		Review the locations and marking on fire extinguishers
		Review the need to keep clear for use

EMPLOYEE	SUPERVISOR	11. LOCKOUT / TAGOUT (LOTO)
		Review the purpose of the lockout / tagout program
		Explain locking devices
		Review the authorized / affected / other employee responsibilities

EMPLOYEE	SUPERVISOR	12. OTHER SAFETY PROGRAMS
		Safety suggestions. How to make suggestions
		Powered industrial truck safety
		Other:

EMPLOYEE	SUPERVISOR	13. COPY TO NEW EMPLOYEE
		Employee was provided a copy of the "New Hire Safety Orientation Guideline".

Training presented by: _____

Supervisor Name (Print) Supervisor (Signature) Date

I received instruction on the topics noted above and understand the contents of the instruction.

Employee Name (Print) Employee (Signature) Date