New Employee Job Orientation and Training Checklist

Empowering Employees to Put Safety First

Creating a culture of safety means every employee needs to know and understand both their own responsibilities, and also those of their employer. The following checklist is designed to help ensure that all expectations have been clearly communicated, and that employees know what tools and resources are available to them to help them stay safe.

Thank you for your commitment to keeping your team safe.

Employee: _____   Date: _____

Job title: _____

Location: _____   Dept: _____

Supervisor: _____

X = Communication Completed

N/A = Not Applicable

Checklist	Employee Status
Company Commitment to Safety (Safety Policy)	
Safety Policies and Rules	
Safety Program Manual	
Safety Responsibilities	
Safety Rules	
Accident/WC Reporting Procedures	
Hazard Communication Program	
Lockout/Tagout Program	
Job Procedures: Danger Points and Safety Features	