

Appendix B EMPLOYEE SAFETY TRAINING CHECKLIST

Employee: _____ Job Title: _____

Department: _____ Employment or Job Date: _____

Immediate Supervisor: _____

The following items are to be reviewed with the employee and checked off by the supervisor. When reviewing the checklist after 60 days, the supervisor should note items where additional information or training needs to be provided.

I. **PROPER SAFETY ATTITUDE** - "Most Important Item"

II. **PERSONAL PROTECTIVE EQUIPMENT**

- _____ Safety Glasses - Importance of Safety Shields
- _____ Gloves
- _____ Respirators
- _____ Additional Protective Equipment
- _____ Personal Clothing and Hygiene
- _____ Special Equipment for Your Job
- 1. _____
- 2. _____

III. **INJURIES**

- _____ Reporting Requirements- notify supervisor immediately
- _____ First Aid Stations
- _____ Response to Personal Injuries
- _____ Injuries requiring First Aid
- _____ Eye - Explain Flushing Technique and NO RUBBING
- _____ Fingers - Cutting Tools, Pinch Points
- _____ Back Injuries - Explain Proper lifting and Getting Help
- _____ When the Load's too Large or Awkward
- _____ Slipping and Tripping Hazards - Keep Your Work Place Clean

IV. **WHEN AN INJURY HAPPENS**

- _____ Follow Procedures for filing a Workers' Compensation Claim (see attached)
- _____ Use wallet card provided to call *Company Nurse Injury Hotline* (see attached)
- _____ All accidents have to be reported immediately
- _____ All accident investigation/documentation has to be completed within 24 hours

V. **EMERGENCY RESPONSE PLANS**

- _____ Building Evacuation Procedures
- _____ Exits
- _____ Alarm System
- _____ Fire Extinguishers
- _____ Fire Alarm Pull Stations
- _____ Severe Weather
- _____ Emergency Guidebook

VI. **MATERIAL SAFETY DATA SHEETS**

- _____ Explain Right-to-Know Law
- _____ Show Where MSDSs Are Stored
- _____ Explain How to Use MSDSs
- _____ Employee has reviewed the MSDS Book for Their Area

VII. EQUIPMENT OPERATIONS AND USE

- Safe Operating Procedures
- Preventive Maintenance/ Inspection
- Machine Guarding

VIII. SECURITY

- Confidential, Proprietary & Restricted Information
- Computer Information Security
- Building Security
- Parking
- Reporting Security Incidents
- Restricted Areas

IX. SAFETY PRACTICES

- Safety Lifting Techniques/ Back Safety
- Fire Extinguishers
- Eyewashes/ Showers/ Alarms
- Safety Meetings
- Labeling and Storage of Chemicals
- Hazardous Waste Control
- Eating/ Drinking Areas
- Do Not Use Your Hands to Pull Objects from a Machine Lock Out Tag Out
- Do Not Use an Air hose to Blow Off Dust from Body
- Do Not Step Up On Anything Not Designed For a Step Up

X. HOUSEKEEPING

- Follow Area Housekeeping Standards
- Review Departmental Housekeeping Standards

COMPLETION OF ORIENTATION

Initial Orientation: _____
Employee Signature Date

Supervisor Signature Date

60 day Review: _____
Employee Signature Date

Supervisor Signature