

Safety Orientation Checklist

As required under the California Injury and Illness Prevention Program Regulation and County Policy, every supervisor must instruct each new employee in the safety requirements of the job. This checklist is provided for that purpose. Instruction should be completed within one week after the employee is hired. Check each of the items on this form at the time instruction is given. When completed, sign, obtain employee's signature and give original to the employee. Place a copy in the employee's health and safety records file.

Employee's Name

Job Class Title

Date Hired

Agency

Department

Completed

- Emergency procedures/Alarm sound/Evacuation routes
- Fire protection/Location of fire extinguishers
- First aid kit and ERT personnel
- Emergency Telephone Numbers
- Report safety/health hazards
- Reporting injuries
- Explanation of job hazards and safe work practices
- Location and review of Hazard Communication Program & Material Safety Data Sheets
- Discussion of equipment safety devices
- Personal protective equipment (when required, what/how to use)
- Demonstration and fitting of personal protective equipment
- Ergonomics
- Proper Lifting Techniques
- Location and review of Injury/Illness Prevention Program
- Housekeeping
- County driver orientation

I instructed the above new employee in the subjects checked and feel he/she can reasonably be expected to perform his/her duties with an adequate degree of safety.

Supervisor

Signed by employee

Date

Safety Goals

- The County of Santa Clara values its employees and clients and will provide healthy, safe, and secure County facilities for them.
- Safety is everyone's responsibility and the County supports and encourages employees to identify and resolve safety problems.
- Response to safety concerns will be given the highest priority at every level of County government.