



New Employee Safety Orientation

Office Orientation

- Explanation of company commitment and expectations for safety
- Overview of company safety program
- Explanation of how to report injuries
- Explanation of the need to report unsafe equipment or conditions
- Issuance of personal protective equipment and review of required use
- Review of drug testing program and arrangement of initial testing
- Overview of applicable safety rules – written material shall be provided
- Review of employee responsibility for a safe workplace
- Explanation of reward program
- Explanation of disciplinary policy
- Obtain copy of driver's license, if driving is required for job – explanation of MVR procedure
- View video and take quiz

Certification of Office Instructor: _____ **Date Provided:** _____

Field Orientation

- Overview of site-specific safety program
- Provide first aid, emergency evacuation plan and MSD sheets
- Explanation of work area hazards and protection
- Explanation of site-specific rules
- Review the need to report every accident immediately
- Verification employee's ability to operate heavy equipment, if job required.
- Review of prior experience and training for hazards applicable to job

Certification of Field Instructor: _____ **Date Provided:** _____

Employee Acknowledgement

I have received instructions on the above and acknowledge my responsibility to work safely.

Employee Certification: _____

Date: _____

Print Name: _____