

City of Tumwater

New Employee Safety Orientation Checklist

Employee Name: _____

Supervisor: _____

Please check all items as you complete them with your new employee and sign in the designated spaces when complete. Forward this form to the Human Resources Department after completion. You must ensure the completion of training prior to related job assignment and no later than 30 days after hire date

1. How and when to report injuries including explanation of City's incident/accident report form and process (Operating Policy 6.09)
2. How to report unsafe conditions and practices (Operating Policy 6.09).....
3. The use and care of required personal protective equipment (Operating Policy 6.07.11)
4. The proper actions to take in the event of an emergency, including the routes of exiting from work areas. (Operating Policy Section 3: Emergency Planning 3.01-3.14)
5. Review the employer's total safety program as outlined in attached City Operating Policy (Section 6: Safety Requirements 6.01 - 6.09).....
 - First Aid Response Plan including location of first-aid facilities (Operating Policy 6.04).....
 - Evacuation Procedures and Department's Assigned Assembly Area (Operating Policy 3.04)
 - Hearing Conservation (Operating Policy 6.06)
 - Hazard Communication (see Hazard Communication Handout).....
 - Including identification of hazardous gases, chemicals or materials involved along with the instructions on the safe use and emergency action following accidental exposure and explanation of departmental MSDS records and location.....
 - Heat-related Illness (Operating Policy 6.08).....
6. An on-the-job review of the practices and training necessary to perform the initial job assignments in a safe manner, including, as applicable
 - Bloodborne Pathogens (Safety Handbook Page 13)
 - Confined Space – Unions Only
 - Fall Restraint and Fall Arrest – Unions Only
 - Fire Extinguisher Use (Operating Policy 6.0.04).....

- Lead Exposure – Unions Only
- Lockout/Tagout – Unions Only
- Respirators – Unions Only
- Personal Protective Equipment & Hazard Assessments
- Special Safety Rules – (Safety Handbook Page 8)

Employee’s Responsibility

- 7. Employees shall coordinate and cooperate with all employees in an attempt to eliminate accidents
- 8. Employees shall study and observe all safe practices governing their work.....
- 9. Employees should offer safety suggestions, wherein such suggestions may contribute to a safer work environment
- 10. Employees shall apply the principles of accident prevention in their daily work and shall use proper safety devices and protective equipment as required by their employment or employer.
- 11. Employees shall properly care for all personal protective equipment
- 12. Employees shall make a prompt report to their immediate supervisor of each industrial injury or occupational illness, regardless of the degree of severity.....
- 13. Employees shall not wear torn or loose clothing while working around machinery

Please read the following statements before signing:

Topics listed on the New Employee Safety Orientation checklist have been discussed with me, and I have received/reviewed all the training and/or information indicated. The signatures below document that the appropriate elements have been discussed to the satisfaction of both parties, and that both the supervisor and employee accept responsibility for maintaining a safe and healthful work environment.

Employee: _____ Date: _____

Supervisor: _____ Date: _____

**RETURN COMPLETED, SIGNED ORIGINAL CHECKLIST
TO THE HUMAN RESOURCES DEPARTMENT**