

## New Employee Safety Orientation Supervisor Checklist

Supervisors must review the appropriate items from this checklist with each new employee. The Washington State Industrial Safety and Health Act (WAC 296-24-040) requires that this information be provided to all new employees including hourly, temporary and student employees.

### Checklist and Summary Sheet for the Safety Orientation (for employee file upon completion)

_____ Accident Prevention Plan	page 1
_____ Reporting Emergencies	page 1
_____ Emergency Evacuation	page 1
_____ Local Fire Alarm Signaling Systems	page 1
_____ Portable Fire Extinguishers	page 2
_____ Reporting Accidents, Injuries and Unsafe Conditions	page 2
_____ Worker's Compensation	page 2
_____ First Aid	page 3
_____ Hazard Communication (HazCom) and Chemical Safety	page 3
_____ Worksite Warning Signs and Labels	page 3
_____ Personal Protective Equipment (PPE)	page 3
_____ Health and Safety Committees and Safety Meetings	page 4
_____ Safety Bulletin Board	page 4
_____ Employee Safety and Health Training	page 4
_____ Transportation Safety	page 4

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date Completed \_\_\_\_\_

**Completion of the New Employee Safety Orientation must be entered into TMS by department.**