

New Employee Orientation

It is important that employees and supervisors understand their responsibilities to maintaining a safe and healthy work environment. Here are some items that are important to know when starting a new job at a new facility.

- **Emergency Action Plan (EAP):**

I have been informed of emergency alarms and collection points.

The **inside collection** point is located:

And the **alarm** sound is:

The **outside collection** point is located:

And the **alarm** sound is:

- **Hazard Communication Plan (HazCom):**

I have been made aware of the location of Safety Data Sheets or how to access them. I understand if I have any questions regarding any chemical I am working with, I have the right to ask my supervisor to review the Safety Data Sheet (SDS) for that product with me.

The **Safety Data Sheets** are located:

- **Personal Protective Equipment (PPE):**

I have been informed of the type of Personal Protective Equipment that is required. I understand that PPE does not eliminate the hazards, but instead attempts to protect me from them.

The **PPE** I am required to wear is:

- **Lockout Affected:**

I have been informed of the Lockout/Tagout procedures. I understand that I am NOT authorized to lockout machines. As an affected employee, I understand that if I see a machine locked and/or tagged out, I DO NOT TOUCH THE LOCK AND/OR TAG AND I DO NOT ATTEMPT TO RUN/OPERATE THE MACHINE.

- **Accident Reporting:**

I am to IMMEDIATELY report any work related accidents/injuries or illnesses to my supervisor. I understand I am to cooperate with management to complete an incident investigation report to determine the cause of the incident. This is to assist with corrective action to prevent the reoccurrence of the type of injury/illness incurred.

NOTE: If an incident occurs that does not result in an accident/injury at this time, but could at a later date if the situation is not resolved, a near miss report must be completed with my supervisor.

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- **Machines and equipment :**

I understand that I will not operate any machines and/or equipment until I am properly trained and authorized, including Industrial Powered Trucks, Cranes, Hoists, etc.

- **Bloodborne Pathogens:**

In the event of an accident or injury, I am to use Universal Precaution anytime I dealing with or may be exposed to blood or other bodily fluids. I understand that I am to wear the proper protection to help reduce the possibility of exposure. This includes, but is not limited to, gloves, a mask, and safety glasses. These can all be found in our bloodborne pathogen kit.

Our **bloodborne pathogen** kit can be found:

- **Health and Safety Manual:**

I understand that our Health and Safety Manual sums up the overall company philosophy towards Health and Safety in the workplace. I am aware that the manual is available for me to review.

Our **Health and Safety Manual** can be found:

Supervisor Signature

Date

Safety Pledge: By my signature, I am declaring that I understand the above orientation process. I also understand my responsibilities toward the safety and health of myself and my co-workers.

I am agreeing to comply with all safety and health requirements and understand their importance to our company.

Printed Name

Employee Signature

Date