30-DAY SAFETY ORIENTATION ACKNOWLEDGEMENT FORM

Directions: The purpose of this checklist is to provide a systematic safety orientation for new employees in a timely manner. The employee and trainer/supervisor sign each completed section. Copy kept in supervisory file AND ADDITIONAL COPY SENT TO HUMAN RESOURCES.

1. Fire/ Security System and Fire Safety:
   • Review evacuation procedures.
   • Review posted alarm system procedures.
   • Review how to contact monitoring services for drills and what to do if alarm goes off for fire, security and guard response.
   • Review location of fire extinguishers and demonstrate how to use.
   Date:________ Employee:____________________  Trainer/Supervisor:_____________

2. Emergency Equipment and Supplies:
   • Location of First Aid Kit and contents.
   • Location of sharps container, bloodborne pathogens clean up kit and disposal procedures.
   • Location of earthquake kit/contents, emergency food and water.
   • Location of flashlights.
   • Location of latex gloves, eye goggle and face masks.
   Date:________ Employee:____________________  Trainer/Supervisor:_____________

3. Global Harmonization System, Chemicals, cleaning supplies, SDS binder:
   • Location of chemicals, cleaning supplies.
   • Locations of SDS binder and GHS policy.
   • Review GHS safety tailgate presentation.
   Date:________ Employee:____________________  Trainer/Supervisor:_____________

4. Safety Board:
   • Review the contents of the safety board.
   Date:________ Employee:___________________  Trainer/Supervisor:_____________

5. Bloodborne Pathogen and Health Precautions:
   • Review “Bio Hazard Guidelines”.
   • Location of the “Exposure Control Plan”.
   • Location “Disease Prevention Contingency Plan”
   • Location “PUSH” partner plan.
   Date:________ Employee:____________________  Trainer/Supervisor:_____________

6. Emergency Action Plan for Employees in the Workplace
   • Review basic “Emergency Action Plan”.
   • Location programmatic “Emergency Preparedness Business Continuity Plan” Date:_______
   Employee:_____________________  Trainer/ Supervisor:_____________

7. Safety Training Manual
   • Review location and general content.
   Date:_______ Employee:___________________  Trainer/ Supervisor:_____________

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9. Reporting Injuries
• Review employee’s responsibilities.
• Completing the Incident Report.
• Completing SAIF 801 form.
• Review return to work guidance.

Date:________ Employee:___________________  Trainer/Supervisor:______________

10. Violence in the Work Place
• Review programmatic policies and applicable procedures to mitigate assault.
• Review programmatic de-escalation skills.
• Review “Panic Device” policy and operation.
• Review “Lock Down” procedures where applicable.

Date:________ Employee:___________________  Trainer/Supervisor:______________

11. Program Specific and Special Safety Information
• Kitchen equipment safety operation, tool safety and housekeeping practices.
• (Other)

Date:________ Employee:___________________  Trainer/Supervisor:______________

12. Your Safety Committee Member’s Role and Responsibilities
• Review Safety Committee member job description.
• Review location of the “Safety Training Manual”.
• Introduce new employee to safety committee member.

Date:________ Employee:___________________  Trainer/Supervisor:______________

13. Ergonomics
• Review Powerpoint presentation for setting up workstation and computers.
• Adjust workstation.

Date:________ Employee:___________________  Trainer/Supervisor:______________

14. Tool and Maintenance Policy
• Review Tool and Maintenance Policy.
• Review tool and maintenance tailgate for any appropriate trainings.

Date:________ Employee:___________________  Trainer/Supervisor:______________

15. Food Safety Policy
• Adjust workstation.

Date:________ Employee:___________________  Trainer/Supervisor:______________

Program/Facility:____________________  Date:________________

Employee Signature                                      Print Employee Name

Supervisor or Trainer Signature

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