# New hire safety orientation checklist

**New worker name** _____ **Start date** _____

**Site or location** _____ **Job title or crew** _____

**Supervisor** _____ **Orientation given by** _____

## Site and rules

| | Pass | Fail | N/A |
|---|---|---|---|
| Site layout, entry points and where to park | ☐ | ☐ | ☐ |
| Where the restrooms, break area and water are | ☐ | ☐ | ☐ |
| Who the supervisor and safety lead are | ☐ | ☐ | ☐ |
| Site rules and what gets a person sent home | ☐ | ☐ | ☐ |
| Stop work authority: anyone can stop unsafe work | ☐ | ☐ | ☐ |
| Drug and alcohol policy, if your company has one | ☐ | ☐ | ☐ |

## Hazards and gear

| | Pass | Fail | N/A |
|---|---|---|---|
| PPE required on this site and how to wear it | ☐ | ☐ | ☐ |
| PPE issued, fitted and signed for | ☐ | ☐ | ☐ |
| Hazards of the work they'll do first | ☐ | ☐ | ☐ |
| Chemicals on site and where the safety data sheets are | ☐ | ☐ | ☐ |
| Lockout and tagout, if the job involves it | ☐ | ☐ | ☐ |
| Equipment they aren't allowed to run until trained | ☐ | ☐ | ☐ |
| Training they still need before certain tasks | ☐ | ☐ | ☐ |

## Emergencies and reporting

| | Pass | Fail | N/A |
|---|---|---|---|
| Emergency exits and the assembly point | ☐ | ☐ | ☐ |
| What to do in a fire, a spill or a severe storm | ☐ | ☐ | ☐ |
| Where the first aid kits and extinguishers are | ☐ | ☐ | ☐ |
| Who is trained in first aid on this site | ☐ | ☐ | ☐ |
| How to report an injury, even a small one | ☐ | ☐ | ☐ |
| How to report a near miss or a hazard | ☐ | ☐ | ☐ |
| Who to call and the site address for emergency calls | ☐ | ☐ | ☐ |
| Worker had the chance to ask questions | ☐ | ☐ | ☐ |
| Worker signed and dated the sheet | ☐ | ☐ | ☐ |

## Defects found and action taken

_____

_____

_____

**Taken out of service?** ☐ Yes ☐ No **Reported to** _____

**Inspector signature** _____ **Date** _____

**Supervisor review** _____ **Date** _____