

## Appendix B EMPLOYEE SAFETY TRAINING CHECKLIST

Employee: \_\_\_\_\_ Job Title: \_\_\_\_\_

Department: \_\_\_\_\_ Employment or Job Date: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

The following items are to be reviewed with the employee and checked off by the supervisor. When reviewing the checklist after 60 days, the supervisor should note items where additional information or training needs to be provided.

I. **PROPER SAFETY ATTITUDE** - "Most Important Item"

II. **PERSONAL PROTECTIVE EQUIPMENT**

- \_\_\_\_\_ Safety Glasses - Importance of Safety Shields
- \_\_\_\_\_ Gloves
- \_\_\_\_\_ Respirators
- \_\_\_\_\_ Additional Protective Equipment
- \_\_\_\_\_ Personal Clothing and Hygiene
- \_\_\_\_\_ Special Equipment for Your Job
- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

III. **INJURIES**

- \_\_\_\_\_ Reporting Requirements- notify supervisor immediately
- \_\_\_\_\_ First Aid Stations
- \_\_\_\_\_ Response to Personal Injuries
- \_\_\_\_\_ Injuries requiring First Aid
- \_\_\_\_\_ Eye - Explain Flushing Technique and NO RUBBING
- \_\_\_\_\_ Fingers - Cutting Tools, Pinch Points
- \_\_\_\_\_ Back Injuries - Explain Proper lifting and Getting Help
- \_\_\_\_\_ When the Load's too Large or Awkward
- \_\_\_\_\_ Slipping and Tripping Hazards - Keep Your Work Place Clean

IV. **WHEN AN INJURY HAPPENS**

- \_\_\_\_\_ Follow Procedures for filing a Workers' Compensation Claim (see attached)
- \_\_\_\_\_ Use wallet card provided to call *Company Nurse Injury Hotline* (see attached)
- \_\_\_\_\_ All accidents have to be reported immediately
- \_\_\_\_\_ All accident investigation/documentation has to be completed within 24 hours

V. **EMERGENCY RESPONSE PLANS**

- \_\_\_\_\_ Building Evacuation Procedures
- \_\_\_\_\_ Exits
- \_\_\_\_\_ Alarm System
- \_\_\_\_\_ Fire Extinguishers
- \_\_\_\_\_ Fire Alarm Pull Stations
- \_\_\_\_\_ Severe Weather
- \_\_\_\_\_ Emergency Guidebook

VI. **MATERIAL SAFETY DATA SHEETS**

- \_\_\_\_\_ Explain Right-to-Know Law
- \_\_\_\_\_ Show Where MSDSs Are Stored
- \_\_\_\_\_ Explain How to Use MSDSs
- \_\_\_\_\_ Employee has reviewed the MSDS Book for Their Area

**VII. EQUIPMENT OPERATIONS AND USE**

- Safe Operating Procedures
- Preventive Maintenance/ Inspection
- Machine Guarding

**VIII. SECURITY**

- Confidential, Proprietary & Restricted Information
- Computer Information Security
- Building Security
- Parking
- Reporting Security Incidents
- Restricted Areas

**IX. SAFETY PRACTICES**

- Safety Lifting Techniques/ Back Safety
- Fire Extinguishers
- Eyewashes/ Showers/ Alarms
- Safety Meetings
- Labeling and Storage of Chemicals
- Hazardous Waste Control
- Eating/ Drinking Areas
- Do Not Use Your Hands to Pull Objects from a Machine Lock Out Tag Out
- Do Not Use an Air hose to Blow Off Dust from Body
- Do Not Step Up On Anything Not Designed For a Step Up

**X. HOUSEKEEPING**

- Follow Area Housekeeping Standards
- Review Departmental Housekeeping Standards

**COMPLETION OF ORIENTATION**

Initial Orientation: \_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Supervisor Signature Date

60 day Review: \_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Supervisor Signature