



Department of Environmental Health & Safety

## New Employee Safety Orientation & Training Checklist

EOSMS- 0001

Date: 06/25/2013

REV: \_draft2

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**Instructions:** This form should be completed by the employee's supervisor to document completion of job-specific orientation provided by the department. The Supervisor should sign the form and forward it to EHS at [ehs@kenessaw.edu](mailto:ehs@kenessaw.edu)

### Employee

First Name		Last Name	
Job Title		Start Date	
Supervisor Name		Department	
Employment Type	<input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student Employee	Employment Category	<input type="checkbox"/> Regular full time <input type="checkbox"/> Regular part time <input type="checkbox"/> Temporary

<i>Employee has completed the following safety training topics.....</i>		<i>Yes</i>	<i>No</i>	<i>NA</i>
1	Hazards specific to the job, including hazardous materials, equipment, noise, fire, and other physical hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Hazard control measures such as department-specific safe operating procedures (SOPs), acceptable practices, Lock-out/Tag-out, and working after-hours or alone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Department-specific emergency procedures, including exit routes, severe weather shelters and equipment/process emergency shutdown procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Access to and proper use of safety equipment including safety showers, fire extinguishers and Personal Protective Equipment (PPE).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Reporting workplaces incidents and injuries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Access to Safety Data Sheets (SDSs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Signatures

The items checked above have been explained by my Manager and I understand this information.	<i>Employee's Signature</i>	Date	
I have met with the Employee and discussed the above information with him/her.	<i>Supervisor's Signature</i>	Date	