



EMPLOYEE SAFETY ORIENTATION CHECKLIST

Job Name _____

The immediate supervisor/foreman/crew lead will instruct employee on how their job is important to the company and the job safety requirements. Check each item on checklist as it is covered for specific job/jobsite. When finished, both supervisor/foreman/crew lead and employee must sign the bottom and return to office to be filed in employee's file.

_____ Fire extinguishers	_____ First Aid Supplies
_____ Emergency Numbers	_____ Safety Manual
_____ Evacuation Routes and Storm Shelter	_____ Lockout Devices
_____ Safety Data Sheets (SDS)	_____ OSHA Poster
_____ Location of Hazard Report Forms	_____ Personal Protective Equipment
_____ Report all work-related injuries / accidents	_____ Confined Space Program
_____ Arc Flash NFPA 70E - must be NFPA 70e trained to do energized work	_____ Silica Exposure Control Program
_____ Job Hazard Reporting/MOP	

2. Instruct and/or demonstrate the proper use of following: (Use N/A if not applicable)

_____ Eye and Face Protection	_____ Hearing Protection (if needed)
_____ Spill Procedures	_____ Proper Lifting Techniques
_____ Ladder Safety	_____ Site Specific PPE

Discuss general operations and procedures used in specific jobs and duties.

Discuss hazardous elements of a specific job (routes), effects of overexposure (heat, noise, chemicals, machinery, etc.) on project site.

Job _____

Job _____

Hazard(s) _____

Hazard(s) _____

3. Each employee is required to read the safety rules and programs in the NEI Electric Safety Policy before beginning their assigned work task on a project site.

Employee Date

Supervisor/Foreman/Crew Lead Date

Print Name

Print Name