



## 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.

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

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

<input type="checkbox"/> Eye and Face Protection	<input type="checkbox"/> Hearing Protection (if needed)
<input type="checkbox"/> Spill Procedures	<input type="checkbox"/> Proper Lifting Techniques
<input type="checkbox"/> Ladder Safety	<input type="checkbox"/> 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 \_\_\_\_\_