



New Employee Safety Orientation

SAFETY CHECKLIST FOR THE NEW EMPLOYEE

The safety checklist is designed to bring a new employee to a heightened sense of safety awareness in the workplace.

Name of New Employee: _____ Date: _____

Fire Safety

- Fire Extinguisher Location
- Emergency Exit Locations
- Where is nearest pull station
- Emergency Evacuation Chair Location

Occupational Safety

- How to report an injury/illness to HR
- How to get to online safety training
- First Aid expectations (when to dial 911)
- Housekeeping and clear hallways
- Reporting Hazards (call Facilities Management or call Safety Office)

Environmental Safety

- How to report an indoor air quality complaint
- Hazard Communications (where are haz material located)
- Know about Material Safety Data Sheets (where located if applicable)

Emergency Response

- Emergency Evacuation Assembly Points
- Location of Departmental Emergency Plan
- Location of Flashlight (s)
- Location of Battery Operated Radio (listen to 88.1FM (Denton/Dallas)

Please file checklist with supervisor.