Employee Orientation Checklist
(Example)

Areas to be Covered	Description	Completed	
	EMPLOYEE ORIENTATION CHECKLIST		
		Yes	No
Company Tour	Work areas and facility tour. Introductions.		
Department EHS Training	Hands-on training and safe work practices.		
	• Safe work practices (e.g.: company, department, job-specific)		
	• Emergency procedures (e.g.: exits, alarms, fire extinguishers, contact list, shelters)		
	• Hazardous areas and materials		
	• Equipment and tools – safe work practices and use (e.g.: ladders, power tools)		
	• Break and lunch areas (food only areas)		
	• Safety Data Sheets location		
	• Accident reporting and investigation procedures		
	• Personal protective equipment (e.g.; use, location, care, repair)		
	• Security measures (e.g.: ID badges, reporting procedures)		
	• Employee rights and responsibilities under the OSH Act		
	• Company safety responsibilities (e.g.; providing safe work place)		
	• Department safety responsibilities (e.g.: correcting hazards)		
	• Employee safety responsibilities (e.g.: reporting unsafe conditions)		
	• Disciplinary policy		
	• Drug and alcohol abuse policy		
	• Fleet safety policy		
	• Inspections		
	• Housekeeping policy		
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EHS Training	OSHA required safety, environmental, and health training.		
	• Emergency Action Plan		
	• Hazard Communication Program		
	• Personal Protective Equipment		
	• Fire Prevention Plan		
	• Electrical safety related work practices		
	• Confined space program		
	• Bloodborne Pathogens		
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Employee Name: Date:

Supervisor's Signature: