

SAFETY ORIENTATION FOR NEW/TRANSFERRED EMPLOYEES

All new, transferred or promoted employees will be trained by their supervisor on the safe operation and safe procedures required to perform their job duties. The meeting between employee and supervisor is to be documented on this form.

EMPLOYEE NAME AND TITLE _____

PROPERTY NAME _____

NEW EMPLOYEE? Yes/No TRANSFERRED FROM ANOTHER PROPERTY? Yes/No

EMPLOYMENT DATE _____ REHIRE DATE _____

TO BE COMPLETED BY SUPERVISOR:

1. List type of equipment employee will use:

2. Does the employee clearly understand and know how to operate the equipment?

3. Have written rules specific to the job function been provided and reviewed?

4. List any special training given on high safety risk work procedures:

5. Does the employee know all his/her job duties and know how to perform work satisfactorily?

6. Will this job require follow-up or review training? If yes, at what intervals?

7. Ask employee if he/she has any questions concerning work tasks. List them along with the answers given to the employee.
- a)
 - b)
 - c)
8. Does the employee understand company safety policies and safety procedures?
9. Have the general safety rules been provided and reviewed?

The undersigned supervisor and employee understand and agree that the safety procedures were fully explained on the safe operations of equipment and correct performance of work duties.

Employee's Signature: _____
Date

Supervisor's Signature: _____
Date