



## Young Employee Safety Orientation

Instructions: Each employee (16 years or older) must be given a safety orientation before beginning work. This checklist documents that each required item was explained to the employee. The supervisor is to place a check in each box after the item has been explained. **Employees are not to sign the form unless all items have been explained and all questions have been answered satisfactorily.**

The employee \_\_\_\_\_ has been:

- Orientated on how to properly read and understand printed instructions (Safety Data Sheets\*, product labels, and signage). \*Safety Data Sheets (formerly known as Material Safety Data Sheets or MSDSs)
- Shown how and where to access Safety Data Sheets and safety manuals.
- Given a demonstration, has access and knows how to use an eye wash station.
- Given the OSHA and Worker Protection Standards for field entry and reviewed with your supervisor.
- Given a review and demonstrated proper lifting and carrying precautions in order to prevent neck, back, shoulder injuries.
- Given a review of electrical safety protocol:
  - Breaker boxes \_\_\_
  - Wiring \_\_\_
  - Outlets \_\_\_
  - Other \_\_\_
- Reviewed on proper operation of large machinery and provided a demonstration.
  - Tractors \_\_\_
  - Roll Over Protection \_\_\_
  - Combines \_\_\_
  - Haybines \_\_\_
  - Wagons \_\_\_
  - Wheel blocks \_\_\_
  - Other \_\_\_\_\_ \_\_\_
- Given a review and demonstration on proper operation of smaller equipment.
  - Skid loader \_\_\_
  - Lawn mower \_\_\_
  - Zero turn mower \_\_\_
  - All-terrain vehicle \_\_\_
  - Cherry picker \_\_\_
  - Other \_\_\_\_\_ \_\_\_
- Given a review and demonstration of proper use of hand operated power equipment.
  - Chain saw \_\_\_
  - Table saw \_\_\_
  - Drills \_\_\_
  - Pneumatic equipment \_\_\_
  - Other \_\_\_\_\_ \_\_\_

- Given instruction on safe ladder use and storage.
  - Shown proper process for reporting damaged or faulty equipment.
  - Trained on the symptoms of heat related illness – and to report it immediately for yourself or others.
  - Given access to sunscreen / sunblock.
  - Taught how to apply sunscreen.
  - Given a review on animal safety practices.
    - Moving animal from one area to another \_\_\_
    - Proper lead rope, bridle, saddle cinching techniques \_\_\_
    - Prevention and reporting of needle stick injuries \_\_\_
    - Potential exposure to animal borne (zoonotic) illnesses \_\_\_
    - Fight/flight zones \_\_\_
  - Shown where to locate a first aid kit and how to properly use its contents.
  - Informed who is responsible for first aid on the worksite.
  - Trained on when and how to access emergency numbers.
    - 911 \_\_\_
    - Poison control \_\_\_
    - Medical care \_\_\_
    - Supervisors \_\_\_
  - Shown where the designated play area for children is located, if appropriate.
  - Trained on appropriate fire prevention and fire safety protocol.
  - Voluntary Identification of any known allergens
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Initial job/task assignment: \_\_\_\_\_

- Given any personal protective equipment (PPE) required and trained on how to use and care for it. PPE required for this job:

\_\_\_\_\_

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- Provided any formal training required to do his/her job such as proper lifting, forklift operation etc. Initial formal training given: \_\_\_\_\_

The signatures below document that the above orientation was completed on the date below. Both parties accept responsibility for keeping our workplace safe and healthful.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**To report a work-related injury/illness, please contact (name) \_\_\_\_\_ (phone) \_\_\_\_\_.**

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