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 ________ __

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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

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:
_________________________________________________________________________

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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