

Workplace Safety and Facility Orientation Checklist

This checklist ensures that new employees are properly oriented regarding safety protocols, emergency procedures, and facility layout. Please initial or write "OK" in the box next to each completed item.

Employee and Orientation Information

Employee Name:	<input type="text"/>	Date:	<input type="text"/>
Department / Role:	<input type="text"/>	Trainer / Supervisor:	<input type="text"/>

1. Emergency Procedures

Completed (Initials)	Safety Topic and Details
<input type="text"/>	Emergency Exits & Evacuation: Identified all nearest emergency exits, evacuation routes, and the outdoor emergency assembly point.
<input type="text"/>	Fire Safety: Located fire extinguishers, fire alarm pull stations, and reviewed basic fire emergency protocols.
<input type="text"/>	First Aid & Medical: Identified locations of first aid kits, eyewash stations, and the Automated External Defibrillator (AED).
<input type="text"/>	Severe Weather: Reviewed shelter-in-place locations and emergency weather procedures.

2. Facility Layout & General Safety

Completed (Initials)	Facility Topic and Details
<input type="text"/>	Restricted Areas: Identified restricted access zones and safety precautions required to enter them.
<input type="text"/>	Housekeeping Standards: Reviewed policies on maintaining clean work areas to prevent slips, trips, and falls.
<input type="text"/>	Common Areas: Shown locations of restrooms, breakrooms, and drinking water facilities.

3. Hazard Communication & Job-Specific Safety

Completed (Initials)	Hazard Topic and Details
<input type="text"/>	Safety Data Sheets (SDS): Shown where physical or digital SDS sheets are kept and how to read chemical labels.
<input type="text"/>	Personal Protective Equipment (PPE): Identified, issued, and trained on proper usage of required PPE (e.g., safety glasses, gloves, steel-toed boots).
<input type="text"/>	Hazard & Incident Reporting: Instructed on how to report near-misses, hazards, injuries, or illnesses immediately.

4. Comments and Acknowledgment

Trainer Comments:

By signing below, the employee and trainer acknowledge that all the above safety and facility topics have been reviewed and understood.

Employee Signature:	<input type="text"/>	Date:	<input type="text"/>
Trainer Signature:	<input type="text"/>	Date:	<input type="text"/>