



New Employee Safety Orientation & Training Checklist

Instructions

This form should be completed by the employee’s supervisor to verify a job-specific orientation has been provided to the employee. The supervisor should sign the form upon completion and email it to the Environmental Health and Safety Department at ehstraining@kennesaw.edu.

Employee Information

First Name		Last Name	
Job Title		Start Date	
Supervisor Name		Department	
Employment Type	<input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student Employee	Employment Category	<input type="checkbox"/> Regular full time <input type="checkbox"/> Regular part time <input type="checkbox"/> Temporary

Employee has completed the following safety training topics:		Yes	No	NA
1	Hazards specific to the job, including hazardous materials, equipment, noise, fire, and other physical hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Hazard control measures, such as department-specific safe operating procedures (SOPs), acceptable practices, lockout/tagout, and working after-hours or alone.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Department-specific emergency procedures, including exit routes, severe weather shelters and equipment/process emergency shutdown procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Access to and proper use of safety equipment, including safety showers, fire extinguishers, and personal protective equipment (PPE).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Reporting workplaces incidents and injuries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Access to safety data sheets (SDSs).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signatures

The items checked above have been explained by my supervisor and I understand this information.	<i>Employee's Signature</i>	Date	
I have met with the employee and discussed the above information with them.	<i>Supervisor Signature</i>	Date	