

Safety Orientation Checklist

Name (please print)	Title or role
Division or department	Hire, transfer, or start date

Status

Employee Church-service missionary Volunteer Other: _____

Instructions

- Supervisors use this checklist as a guide for conducting safety orientations for people who are new to employment by or service for Church-affiliated entities or who have recently transferred into the department.
- After the orientation, both the supervisor and the new person should sign this checklist.
- The supervisor should keep the signed checklist in the individual's personnel file or service file for as long as this person is active. The signed checklist shows that the orientation has taken place.

Orientation Checklist

- 1. Explain the safety program, including the following:
 - On-the-job training
 - Safety meetings
 - Safety and Health Committee
- 2. Train this person in the use of any required PPE (personal protective equipment).
- 3. Explain the line of communication and responsibility for reporting all hazards and incidents, including:
 - How to report unsafe conditions and practices
 - When to report an injury
 - How to report an injury
 - Whom to report an injury to
 - How to file incident reports and workers' compensation forms
- 4. Give a general overview of the operations, procedures, methods, and hazards related to this person's job and duties, such as:
 - Hazard Communication Program
 - Lock-out/Tag-out Program
 - Confined space entry
- 5. Explain pertinent safety rules, including local, state, and federal safety and health codes.
- 6. Discuss first-aid supplies, equipment, and training, including:
 - Getting treatment
 - Location of first-aid facilities
 - Location and names of first-aid providers
 - Blood-borne pathogen standards (as applicable)
- 7. Explain the emergency plan, including:
 - Pointing out exit locations and evacuation routes
 - Using fire-fighting equipment (extinguishers)
 - Specific emergency procedures (medical, chemical, fire, earthquake)
- 8. Review motor vehicle safety guidelines.
- 9. Discuss the following work habits as they apply to safety on the job:
 - Proper lifting techniques
 - Avoiding horseplay and fighting
 - Good housekeeping practices
- 10. Review the safety and health information on the back of this form.
- 11. This person has received a copy of the Employee Safety Guidelines. Yes No

Signatures

The signatures below indicate that all of the above elements have been discussed to the satisfaction of both the person named above and the supervisor and that both accept responsibility for maintaining a safe and healthful work environment.

Signature of person named above	Date
Signature of supervisor	Date



Safety and Health Information

Introduction

The Church and its affiliated entities are concerned with providing a safe and healthful workplace for employees, Church-service missionaries, volunteers, and others who serve. Preventing on-the-job injuries and illnesses is a high priority. To accomplish this requires conscious effort by all.

Personal Responsibilities

Each person should have received a safety and health orientation from his or her supervisor. The following are some important aspects of safety and health that each person should give particular attention to.

Each person should:

- Work within established Church guidelines and work together with co-workers to comply with safety regulations. Safety and health should be part of every task.
- Remember that his or her actions on the job can have significant effects on co-workers, visitors to Church facilities, family members, and others.
- Observe general safety and health rules.
- Participate in periodic safety and health meetings and safety training.
- Report any job-related injury or illness to a supervisor and promptly seek treatment.
- Report hazardous co-worker behavior or other conditions promptly to a supervisor or a Safety and Health Committee representative. Use the Safety Action Request form, available from your manager or supervisor, to report such conditions.
- Travel in motor vehicles or forklifts only when wearing installed seat belts, and follow the motor vehicle safety guidelines if operating vehicles on the job.

- Use proper manual lifting techniques.
- Keep aisles, walkways, stairways, exit doors, and working areas clear of obstacles and hazards.
- Be familiar with evacuation procedures and know the location of emergency exits.
- Be familiar with the location and use of emergency equipment, such as fire extinguishers, fire alarms, and fire hoses.
- Use equipment and tools only after receiving proper operating, maintenance, and safety training.
- Observe hazard signs and labels.
- Not use alcohol or other drugs that impair performance.
- Not work under the influence of medication (prescription or nonprescription) that impairs performance.

Managers and supervisors should help each person understand and practice these and other safety and health procedures.

For more information, see your supervisor or contact:

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