New Employee Safety Orientation
Supervisor Checklist

Supervisors must review the appropriate items from this checklist with each new employee. The Washington State Industrial Safety and Health Act (WAC 296-24-040) requires that this information be provided to all new employees including hourly, temporary and student employees.

Checklist and Summary Sheet for the Safety Orientation (for employee file upon completion)

_____	Reporting Emergencies	page 1
_____	Emergency Evacuation	page 1
_____	Local Fire Alarm Signaling Systems	page 2
_____	Portable Fire Extinguishers	page 2
_____	Reporting	page 2
_____	Reporting Accidents and Incidents	page 3
_____	Reporting Motor Vehicle Accidents	page 3
_____	Reporting Unsafe Conditions and Acts	page 3
_____	Worker's Compensation and Industrial Insurance	page 4
_____	First Aid	page 4
_____	Hazard Communication	page 4
_____	Specific Worksites - Office Staff	page 5
	Laboratory Staff	page 6
	Non-Laboratory Staff	page 6
_____	Worksite Warning Signs and Labels	page 6
_____	Personal Protective Equipment	page 6
_____	Employee Safety and Health Training Requirements	page 7
_____	Safety and Health Committee(s)	page 9
_____	Safety Bulletin Board	page 9
_____	Departmental/Worksite Safety Practices and Rules	page 9
_____	Tour Department/Facility Reviewing Worksite Hazards	page 9

Employee Name _____

Supervisor's Signature_____ Date Completed: _____

Employee File