

New Employee Checklist

Company	City	Date
Instructor	Company (if different than above)	

Topics Covered in Orientation	Yes	No	N/A
Company safety policy			
General safety rules			
Claims management procedures			
Ergonomics program (basic)			
Safety operating procedures			
Hazard communication			
Bloodborne pathogens			
Fire and evacuation			
Accident/near miss reporting and forms			
Designated medical provider/early reporting program			
Substance abuse program			
Other policies (list below)			
Equipment training – if “Yes” list specific training below:			

Identify Other Training Provided		

Employees Trained		
Printed Name	Signature	Date

Additional Comments		