

New Employee Safety Orientation Checklist

OSHACompliance.net
Updated 2025

Requirement	Notes / Action Required
EMPLOYEE INFORMATION	
Employee name: _____	
Job title / Department: _____	
Hire date: _____	
Orientation conducted by: _____	
Date of orientation: _____	
OSHA RIGHTS AND EMPLOYER OBLIGATIONS	
Explained employee right to a safe workplace under the OSH Act	
Explained right to report safety concerns without retaliation	
Explained process for reporting safety concerns internally	
Showed employee location of OSHA poster	
Explained how to access OSHA 300 log upon request	
EMERGENCY PROCEDURES	
Walked employee through emergency evacuation route from their work area	
Showed employee location of emergency exits	
Explained emergency alarm system and what each alarm means	
Showed employee emergency assembly point	
Explained how to report emergencies (who to call, what to say)	
Showed employee location of fire extinguishers and explained PASS technique	
Showed employee location of first aid kit	
Showed employee location of eyewash station (if applicable)	

HAZARD COMMUNICATION (HAZCOM)

- Explained that hazardous chemicals may be present in the workplace
- Showed employee location of Safety Data Sheets (SDS binder or electronic)
- Explained how to read an SDS — key sections (1, 2, 8, 14)
- Explained container labeling requirements — what labels mean
- Listed chemicals employee will work with or near
- Explained required PPE for chemical exposure in their work area

PERSONAL PROTECTIVE EQUIPMENT

- Issued required PPE for employee's job duties
- Demonstrated how to properly put on, adjust, and remove each PPE item
- Explained limitations of PPE issued
- Explained inspection and replacement procedures for PPE
- Employee demonstrated ability to properly don and doff PPE

JOB-SPECIFIC SAFETY TOPICS

- Reviewed top hazards specific to employee's work area and job tasks
- Explained lockout/tagout procedures if employee works near or maintains equipment
- Explained fall protection requirements if employee works at height
- Explained forklift and pedestrian safety rules in their work area
- Reviewed any other job-specific hazards identified in PPE hazard assessment

INJURY AND INCIDENT REPORTING

- Explained requirement to report ALL injuries, illnesses, and near misses
- Explained how to report — who to notify, what form to complete
- Explained that there is no discipline for reporting injuries in good faith
- Explained workers' compensation process

COMPLETION AND ACKNOWLEDGMENT

- All sections above completed
- Employee had opportunity to ask questions
- Employee signature: _____ Date: _____ *Retain in employee file*
- Trainer signature: _____ Date: _____