General Industry
New Employee Orientation Forms

The attached checklist and attachments provide a model for employers to use in conducting effective and consistent new employee orientation. These templates can be easily modified to meet your company’s specific needs.

- The New Employee Orientation Checklist includes basic orientation items to be covered with all new employees. The enclosed attachments correspond to items #17 and #18 on the checklist.
  - The Regulatory Training attachment is a sample form you can use to make sure all required topics are covered. You will need to determine the required OSHA regulatory training required for your workplace, and modify this attachment accordingly.
  - The Job-Specific Training attachment is designed so that you can break down the job-specific tasks and procedures that apply to the new employee’s position, including high-risk tasks. This job-specific training can be provided by the new employee’s immediate supervisor.
- These forms are not comprehensive; there may be additional items and OSHA standards that apply to your workplace. Be sure to review the OSHA standards for your workplace, which you can find at the OSHA web site at http://www.osha.gov. If you’re not sure where to start, click on Quick Start under Compliance Assistance in the right-hand sidebar. The Quick Start guide will help you identify major OSHA requirements that apply to your workplace, as well as additional compliance resources.
- For further assistance, please contact your local Liberty Northwest loss prevention consultant, or call our Loss Prevention Consulting Center toll-free at 866-761-2141.
**New Employee Orientation Checklist**

Employee Name: ___________________________

Position: ___________________________ Hire Date: ___________________________

Department: ___________________________ Supervisor: ___________________________

Date(s) of Orientation: ___________________________

<table>
<thead>
<tr>
<th>Orientation</th>
<th>Supervisors Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Introduction to supervisor</td>
<td>__________</td>
</tr>
<tr>
<td>2. Facility and operations familiarization</td>
<td>__________</td>
</tr>
<tr>
<td>3. Review of safety program</td>
<td>__________</td>
</tr>
<tr>
<td>4. Review of safety regulations</td>
<td>__________</td>
</tr>
<tr>
<td>5. Review of performance appraisal policy</td>
<td>__________</td>
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<tr>
<td>6. Review of general safety rules</td>
<td>__________</td>
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<tr>
<td>7. Review of probationary policy</td>
<td>__________</td>
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<tr>
<td>8. Review of disciplinary policy</td>
<td>__________</td>
</tr>
<tr>
<td>9. Review of first aid and emergency medical procedures</td>
<td>__________</td>
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<tr>
<td>10. Review of emergency response notification</td>
<td>__________</td>
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<tr>
<td>11. Review of fire fighting and evacuation procedures</td>
<td>__________</td>
</tr>
<tr>
<td>12. Review of accident reporting policy</td>
<td>__________</td>
</tr>
<tr>
<td>13. Review of safe operating procedures</td>
<td>__________</td>
</tr>
<tr>
<td>14. Review of specific equipment to be used</td>
<td>__________</td>
</tr>
<tr>
<td>15. Review of specific operations</td>
<td>__________</td>
</tr>
<tr>
<td>16. Review of safe lifting techniques</td>
<td>__________</td>
</tr>
<tr>
<td>17. Required regulatory training conducted (see attachment)</td>
<td>__________</td>
</tr>
<tr>
<td>18. Job-specific training provided, including high risk task descriptions (see attachment)</td>
<td>__________</td>
</tr>
<tr>
<td>19. Other: ___________________________</td>
<td>__________</td>
</tr>
</tbody>
</table>

______________________________  
Immediate Supervisor  Date

**Safety Pledge:** By my signature, I am declaring that I have completed the above orientation process with my supervisor and that I understand my responsibilities toward the safety and health of myself and my coworkers. I have received copies of ______ policies for my future reference.

I am agreeing to comply with all safety and health requirements and understand their importance to the company.

______________________________  
Employee Signature  Date

☐ Employee Copy

☐ Company Copy

LNW-7006 (R 11/06)
Orientation Attachment: Regulatory Training

Employee Name: _____________________________
Position: _____________________________ Hire Date: _____________________________
Department: _____________________________ Supervisor: _____________________________
Date(s) of Orientation: _____________________________

Training Topics Covered

☐ 1. Hazard communication program and procedures
☐ 2. Emergency action plan program and procedures
☐ 3. Machine guarding policy and procedures
☐ 4. Lockout/tagout policy and procedures
☐ 5. Electrical hazards and safety procedures
☐ 6. Personal protective equipment (PPE) policy and procedures
☐ 7. Respiratory protection program and procedures
☐ 8. Confined space program and procedures
☐ 9. Bloodborne pathogens program and procedures
☐ 10. Powered industrial truck (forklift) safety and procedures
☐ 11. Ladder safety policy and procedures
☐ 12. Motor vehicle safety policy and procedures
☐ 13. Other: _____________________________

_________________________________________  _____________________________
Immediate Supervisor       Date

_________________________________________  _____________________________
Employee Signature         Date

☐ Employee Copy
☐ Company Copy

Supervisors Initials

_________________________________________  _____________________________

LNW-7006 (R 11/06)
Orientation Attachment: Job-Specific Training

Employee Name: ________________________________  Hire Date: ________________________________

Position: ________________________________  Supervisor: ________________________________

Department: ________________________________  Date(s) of Orientation: ________________________________

Training Topics Covered

☐ 1. Review of job description
☐ 2.
☐ 3.
☐ 4.
☐ 5.
☐ 6.
☐ 7.
☐ 8.
☐ 9.
☐ 10.
☐ 11.
☐ 12.
☐ 13.
☐ 14.
☐ 15.
☐ 16.
☐ 17.
☐ 18.
☐ 19.
☐ 20. Review of high risk task descriptions

Immediate Supervisor  Date

Employee Signature  Date

☐ Employee Copy
☐ Company Copy