



New General Maintenance Worker Employee Safety Orientation

Part 1: This checklist is to assist supervisors in New GMW Employee Safety Orientation. The new employee will review the contents of the list under Part 1 during the classroom session and will initial next to each number indicating their comprehension of each training point.

- _____ 1. Has attended safety orientation. 1. Understands employee safety expectation.
2. Completed Part 1 of the New GMW employee Safety Orientation.
- _____ 2. Understands emergency reporting procedures for chemical spills and building evacuation.
- _____ 3. Understands personal protective equipment (PPE) requirements and how to obtain needed equipment.
- _____ 4. Knows what material safety data sheets are and where to locate them.
- _____ 5. Knows where all emergency equipment is located in the work area (fire extinguisher, emergency showers/eye washers, first aid kits, PPE, Etc.)
- _____ 6. Understands that power tools and other equipment must not be operated unless employee has been trained and authorized.
- _____ 7. Orientated to the Pre-job Safety Card (PSC), understands purpose, use, and responsibility.
- _____ 8. Is aware of the location and time of scheduled meetings.
- _____ 9. Understands that all work related injuries/illnesses must be reported to supervisor as soon as possible, and a First Report of Injury/Illness must be completed with his/her immediate supervisor for that shift.
- _____ 10. Knows what the Safety Committee is and its function for custodial operations.
- _____ 11. Understands the purpose and function of the Custodial Closet Evaluation.
- _____ 12. Understands that safety is EVERYONE'S responsibility and we never compromise safety.
- _____ 13. This job class has the potential to have an occupational exposure to Blood borne Pathogens and only employees that are trained for this hazard may clean these hazards.

Employee Name:

Employee Signature:

Date:

Part 2: This checklist is to assist supervisors in New GMW Employee Safety Orientation. Please review contents of the list with the new employee. Have the employee initial next to the number.

- _____ 1. Met with supervisor.
- _____ 2. Knows the specific location of the MSDS book in Operating Unit.
- _____ 3. Received hands on training on all powered custodial equipment.
- _____ 4. Understands and can identify location and time for monthly safety meeting.
- _____ 5. Reviewed locations of emergency equipment in workplace (i.e. fire extinguishers, first aid kits, eye wash stations).
- _____ 6. Received training on the dilution control system located within the custodial closets.
- _____ 7. Understands the importance of proper lifting techniques and ergonomics on the job.

Employee Name: _____ Employee Signature: _____ Date: _____

Supervisor Name: _____ Supervisor Signature: _____ Date: _____

Complete and fax or send a copy to: Fax # 651-296-0579
Safety Administrator
301 Centennial Office Building
658 Cedar St.
St. Paul, MN 55155