

New Employee Checklist

Check off each item as you discuss it with the new employee.

(This is a partial checklist that could be used as part of your new employee training. By adding your specific rules and personal protective equipment to the list, you can make it complete).

Tour of the Department and Facilities (Discuss Hazards)	<input type="checkbox"/>
Proper Lifting Procedures	<input type="checkbox"/>
Personal Protective Equipment Issued and its Use	<input type="checkbox"/>
Procedure for Obtaining, Cleaning, Repairing, and Replacing Personal Protective Equipment	<input type="checkbox"/>
Specific Safety Rules Applicable in our Department (Including the Reasons for the Rules)	<input type="checkbox"/>
A.	

B.	

C.	

Where to Keep Personal Belongings (Clothing, Personal Tools, Lunch, Etc.)	<input type="checkbox"/>
What to do in the Event of an Injury	<input type="checkbox"/>
What to do in the Event of a Non-Injury Accident	<input type="checkbox"/>
Fire Safety / Emergency Planning Rules	<input type="checkbox"/>
Special Clean-Up Rules	<input type="checkbox"/>
Clean-Up Rules – Housekeeping	<input type="checkbox"/>
What to do in the Event of Near-Misses	<input type="checkbox"/>
How to Report Unsafe Conditions	<input type="checkbox"/>
Lockout Training	<input type="checkbox"/>
Hazard Communications Training	<input type="checkbox"/>

**One of the best times to promote on-the-job safety is
BEFORE
new employees begin to work.**

- **INTRODUCTION** Take a new employee on a tour of the company's work areas. Familiarize them with the company's various departments and facilities.
- **EXPLAIN** Go through details on safety requirements.
- **DEMONSTRATE** Explain the job to the new employee and include detailed demonstrations that specify important safety practices.
- **TEST** When the employee understands the procedure, have them do the job while you watch. Correct any improper or unsafe acts and explain why.
- **DOUBLE-CHECK** Test the progress of the new employee several times during their first few weeks of employment. Observe and evaluate the employees' work methods. Correct any deviation from the safe work procedures described during the earlier job demonstration procedure.

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For further information or to request consultation, education, and training services,
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or

visit our website at www.michigan.gov/miosha

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