THE CHURCH OF
JESUS CHRIST
OF LATTER-DAY SAINTS

Safety Orientation Checklist

1. Supervisors may use this checklist as an additional resource for conducting safety orientations for employees, volunteers, and service missionaries who are new to employment by or service for Church or affiliated entities or who have recently transferred into a new department or facility. This checklist may be used for site-specific information in addition to the online module Working Together Safely—Safety Orientation (HRD-0001) for new hires.
2. After the orientation, both the supervisor and the individual should sign this checklist.
3. Keep a copy of the signed checklist in the individual's personnel file for as long as he or she is active.

Status

Employment type

☐ Employee ☐ Church-service missionary ☐ Volunteer ☐ Other _____

Name (please print)	Title or role, if applicable
Division, department, or facility	Date

Orientation Checklist Check each box to show that the subject has been covered with the individual.

The Church wants to provide employees, volunteers, service missionaries, and others a safe and healthy workplace. Preventing injuries and illnesses is a high priority and requires a conscious effort by all. All individuals should receive a safety and health orientation. The following are some important safety and health principles that all individuals should understand.

☐ 1. Provide an overview of the safety program found in the Church *Safety, Health, and Environmental Manual,* including:
- Work within established Church guidelines, and work together with coworkers to comply with safety regulations.
- Make safety and health part of every task.
- Participate in periodic safety and health meetings and safety training, as applicable.
- Observe general safety and health rules.
- Do not use alcohol or other drugs that impair performance.
- Observe hazard signs and labels.

☐ 2. Give a general overview of the operations, procedures, and hazards related to the individual's job and duties, such as:
- Chemical hazards and how to work with chemicals safely.
- Where Safety Data Sheets are stored.
- Working from high places and how to prevent falls.
- Machinery and equipment hazards and how to work safely around machinery and equipment.

☐ 3. Train individuals in the use and care of any required personal protective equipment (PPE) for their assigned job or task.

☐ 4. Offer specific operating, maintenance, and safety training to individuals who will be using industrial tools and equipment, such as saws, forklifts, and man lifts.

☐ 5. Make individuals who will be operating a motor vehicle aware of the motor vehicle safety policies found in the *Safety, Health, and Environmental Manual* and the requirements for using a motor vehicle for Church business.

☐ 6. Discuss the following work habits as they apply to safety in the workplace:
- Use proper manual lifting techniques (for example, keep back straight and bend knees).
- Avoid horseplay and fighting. Your actions in the workplace can have significant effects on coworkers.
- Practice good housekeeping (for example, keep walkways and exits clear).

☐ 7. Explain how and when to report hazards and incidents.
- Report hazards, unsafe conditions, and unsafe practices to your supervisor verbally, electronically, or by using the Hazard Report form found in the *Safety, Health, and Environmental Manual.*
- Report incidents promptly to your supervisor.
- If medical treatment is needed beyond basic first aid, then the injured person should seek medical attention at the nearest industrial clinic or occupational medical provider.

☐ 8. Explain the emergency action plan, including:
- Pointing out evacuation routes and exit locations.
- The location and use of fire extinguishers, fire alarms, first aid kits, and disaster kits.
- Specific procedures to follow in the event of various emergencies, such as earthquakes and tornadoes.

Signatures The individual should not sign this document unless all items have been discussed and all questions have been answered satisfactorily.

The signatures below indicate that all of the above elements have been discussed to the satisfaction of both the individual and the supervisor and that both accept responsibility for maintaining a safe and healthy work environment.

Supervisor's signature	Date
Individual's signature	Date

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