



# SAFETY ORIENTATION ACKNOWLEDGEMENT FORM

Employer should review and discuss each item on the New Employee Safety Orientation Checklist with the new employee **before the employee starts working on the jobsite**. Check off each item discussed, sign and date. Save this acknowledgement form as part of the New Hire Safety Orientation and store in the employee's file.

Item	Completed
1. WorkSafe Workbook with WorkSafe Basics	<input type="checkbox"/>
2. Company specific policies and procedures (list items below)	<input type="checkbox"/>
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3. Review	
- How to report unsafe conditions	<input type="checkbox"/>
- What to do in the event of an injury on the job	<input type="checkbox"/>
- The Fire Evacuation/Emergency Plan	<input type="checkbox"/>
- The OSHA Hazard Communication Policy, and provide training	<input type="checkbox"/>
- When & where safety meetings (Toolbox Talks) will be held	<input type="checkbox"/>
4. Additional Items (please list)	<input type="checkbox"/>
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I acknowledge that information on the above subjects was provided to me during my orientation and that I have reviewed this information. I fully understand that disregarding this safety training could be cause for termination of employment.

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Employee Signature

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_  
Employer Signature

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_