



SAFETY ORIENTATION SITE SPECIFIC

On-site orientation to be provided by the supervisor/safety representative at the time of hire or transfer.

A. Safety Program

- 1. Location of Safety and HAZCOM Manuals.....

B. Safety Bulletin Board

- 1. Location and contents (Safety Committee minutes, Local Disaster/Emergency Preparedness Contingency Plan, etc.)

C. HAZCOM Program

- 1. Familiarization of Chemical List/Safety Data Sheet (SDS)

D. Occupational Injuries and Diseases

- 1. Post exposure reporting procedures
- 2. Location/type Personal Protective Equipment (PPE).....
- 3. Location/contents biohazard box/bucket
- 4. Community Corrections procedures for clean-up of blood and body fluid contamination in state vehicles.

E. Potential Hazards of the Job

- 1. Location of DOC 03-151 Hazard Report/~~Reporting Safety Hazards~~
- 2. Identification of potential slip, trip, and fall hazards in work area
- 3. Review of best practices to prevent and mitigate slips, trips, and falls.....

F. State Vehicle Orientation

- 1. Familiarization of safety kit(s) and fire extinguishers
- 2. Reporting mechanical problems.....

G. What to do in event of emergencies/office security

- 1. Evacuation routes and procedures.....
- 2. Location of fire extinguishers
- 3. Review of office Emergency Plan.....
- 4. Review Emergency Desk Reference Checklist/provide copy
- 5. Familiarization with office/facility security procedures
- 6. Familiarization with environmental risks

H. First Aid Procedures

- 1. Location/telephone numbers of nearest facilities.....
- 2. Location of First Aid Kit(s)/equipment.....
- 3. Employees who are required to be First Aid/CPR certified

Employee name

Signature

Date

Safety Representative

Signature

Date

Supervisor (required)

Signature

Date

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.

ORIGINAL - Safety Program Manual Section 4/Training