

EMPLOYEE SAFETY ORIENTATION

Set clear expectations. Confirm understanding. Empower every employee to work safely.

2 Employer and Project Information		Employee ID / Orientation No.	
Project / Jobsite		3 Orientation Date	
Employer / Company		Trainer Name / Title	Time: _____ Language: _____
Employee Job Title / Trade		Hire / Start Date	
Employee Name		23 Trainer Certification	

1 Employee Information Complete before the employee begins assigned work.

4 General Safety Rules ☐ Follow site rules, signs, and instructions ☐ Attend required meetings and training ☐ Use required PPE and safeguards ☐ Keep work areas orderly ☐ Use only authorized tools / equipment ☐ Ask before performing unfamiliar work	5 Employee Responsibilities ☐ Work within training and authorization ☐ Inspect tools, PPE, and work area ☐ Report hazards, incidents, and near misses ☐ Stop unsafe work and seek assistance ☐ Follow emergency and evacuation procedures ☐ Protect coworkers and the public ☐ Avoid horseplay, violence, and impairment ☐ Other: _____
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4-20 Required Orientation Topics Review each applicable topic and confirm employee understanding.

TOPIC	6 Stop-Work Authority	7 Hazard Reporting	8 PPE Requirements	9 Emergency Procedures	10 Incident and Near-Miss Reporting
TOPIC	11 Housekeeping	12 Tools and Equipment	13 Fall Protection	14 Electrical Safety	15 Ladders and Scaffolds

Verification status: **C - COMPLETED** **R - REVIEW NEEDED** **N/A - NOT APPLICABLE** **F/U - FOLLOW-UP**

Training response: Explain requirements in language the employee understands. Resolve questions before assignment, document follow-up training, and do not authorize work for which required instruction, qualification, or supervision is incomplete.

21 Questions and Training Verification Record questions, additional instruction, and demonstrated

understanding.

#	TOPIC / QUESTION	REQUIREMENT / EMPLOYEE QUESTION	TRAINER RESPONSE / FOLLOW-UP TRAINING	STATUS	DUE	TRAINER / OWNER
1				C / R / N/A / F/U	C / R / N/A / F/U	
2				C / R / N/A / F/U	C / R / N/A / F/U	
3				C / R / N/A / F/U	C / R / N/A / F/U	
4				C / R / N/A / F/U	C / R / N/A / F/U	
5				C / R / N/A / F/U	C / R / N/A / F/U	
6				C / R / N/A / F/U	C / R / N/A / F/U	
7				C / R / N/A / F/U	C / R / N/A / F/U	

Status Key: C = Completed R = Review Needed N/A = Not Applicable F/U = Follow-Up

Verification reminder: Encourage questions, use demonstration or knowledge checks where appropriate, provide site-specific documents, arrange required task training, and record unresolved items with an owner and due date.

12–20 Task and Site Safety Topics

16–18 Hazard and Exposure Topics	19–20 Conduct and Vehicle Safety
☐ 16 Excavation and Trenching ☐ 17 Hazard Communication ☐ 18 Heat and Weather Exposure Employee questions: _____ Required additional training: _____ Training owner: _____ Due date: _____ Understanding confirmed by: _____ Status: ☐ C ☐ R ☐ N/A ☐ F/U Notes: _____ Trainer initials: _____ Date: _____ ☐ Other: _____	☐ 19 Vehicle and Equipment Safety ☐ 20 Prohibited Conduct ☐ Seat belts / safe driving / spotters ☐ Authorized operators only ☐ No drugs, alcohol, threats, or horseplay ☐ No bypassing safety devices ☐ Phones / distractions controlled Understanding confirmed by: _____ Status: ☐ C ☐ R ☐ N/A ☐ F/U Notes: _____ Trainer initials: _____ Date: _____ ☐ Other: _____

23 Trainer Certification

Trainer Name / Title		Orientation Location	
Employee Questions Resolved?		Employee Job / Assignment	
Additional Training Required?	☐ No ☐ Yes - topics: _____	Interpreter / Language Support?	☐ No ☐ Yes - details: _____
Trainer Notes / Restrictions		Orientation Date / Time	Date: _____ Time: _____

24 Supervisor Approval

☐ Site rules reviewed	☐ Stop-work authority explained	☐ Reporting procedures explained	☐ Emergency procedures reviewed
☐ Required PPE identified	☐ Questions answered	☐ Follow-up training assigned	☐ Other: _____

22 Employee Acknowledgement

Before assignment, confirm the employee completed orientation, received required site information and PPE expectations, understands

stop-work and reporting responsibilities, had an opportunity to ask questions, and has been scheduled for any additional task-specific training or qualification. Do not assign work beyond the employee's demonstrated training and authorization.

Question / Follow-Up No.		Date / Time	
Question / Required Training / Restriction		Completed / Verified By	

22 Employee Acknowledgement *Signature confirms receipt and understanding; it does not waive employee*

rights.

CERTIFICATION / APPROVAL	PRINTED NAME	TRAINER / OWNER	VERIFIED / CLOSED
22 Employee Acknowledgement			
23 Trainer Certification			
24 Supervisor Approval			
Additional Approval (if required)			

21 Questions and Training Verification: Document follow-up topics and confirm completion.

Use one line per question or follow-up training item. The trainer records the response or required action; the verifier confirms completion before the employee performs affected work without direct supervision.

QUESTION / FOLLOW-UP TRAINING ITEM	TRAINER / OWNER	DUE / COMPLETED	VERIFIED / CLOSED

23 Trainer Certification | 24 Supervisor Approval | 25 Record Retention

22 Employee Acknowledgement	☐ Orientation received ☐ Questions answered	Date / Time	
23 Trainer Certification	☐ Content delivered ☐ Understanding verified	24 Supervisor Approval / Restrictions	
25 Record Retention Location / Period		Record Filed / Retained By	

IMPORTANT: This form documents a general employee safety orientation but does not replace required task-specific training, licenses, certifications, competent-person instruction, manufacturer requirements, site rules, or regulatory training. The employer remains responsible for qualified trainers, comprehension, authorization, supervision, refresher training, and secure record retention.