

CAC and FORT LEAVENWORTH SAFETY ORIENTATION CHECKLIST

Every supervisor must thoroughly instruct each new employee in the safety requirements of the job. This check list is provided for that purpose. The instructions must be completed within one week after the employee is hired. Check each of the items on this form at the time instruction is given. When completed, sign and maintain on file.

EMPLOYEE'S NAME \_\_\_\_\_

OCCUPATION \_\_\_\_\_ DATE HIRED \_\_\_\_\_

	Completed
1. Discuss general safety rules (including Post's bicycle and jogging policy, crosswalk rules etc)	_____
2. Explanation of safety rules for specific jobs	_____
3. General discussion of safety devices, as applicable	_____
4. Reporting unsafe conditions	_____
5. Job conduct	_____
6. Proper lifting techniques	_____
7. Safety suggestions	_____
8. Reporting injuries	_____
9. Medical aid	_____
10. First aid and qualified personnel	_____
11. Emergency procedures	_____
12. Personal protective equipment	_____
13. Housekeeping	_____
14. Storage of materials	_____
15. Fire protection/Fire prevention	_____
16. Safety training, as applicable, to be completed within 30 days	
Composite Risk Management Basic Course (all personnel)	_____
Employee Safety Course (civilian)	_____
Additional Duty Safety Officer	_____
Accident Avoidance Course (required to drive an Army motor vehicle)	_____
Supervisor Safety Course (military and civilian)	_____
Manager Safety Course (civilian)	_____

I have instructed the above new employee in the safety requirements checked and he/she can reasonably be expected to perform his/her duties with a maximum degree of safety.

\_\_\_\_\_  
Supervisor

Signed by employee \_\_\_\_\_ Date \_\_\_\_\_