New Hire Safety Orientation Checklist

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A structured checklist for a new employee's first-day (or first-week) safety orientation — the topics that need to be covered before someone starts independent work, regardless of role.

New Employee: _____ **Date:** _____ **Role:** _____

Before Their First Shift

- ☐ Confirm any role-specific certifications (forklift, LOTO, confined space, etc.) are scheduled or completed
- ☐ Confirm PPE has been issued and properly fitted
- ☐ Assign a point of contact for safety questions during the first weeks

Site & Emergency Basics

- ☐ Location of exits, muster points, and fire extinguishers
- ☐ How to report an injury, near-miss, or hazard — and to whom
- ☐ Location of first aid supplies and who the trained first responders are
- ☐ What to do in a fire, severe weather, or other site-specific emergency

Hazard Communication

- ☐ Where Safety Data Sheets are kept and how to access them
- ☐ How to read a GHS label
- ☐ Which chemicals, if any, are used in their specific work area

PPE & Equipment

- ☐ Which PPE is required for their role and how to inspect it
- ☐ Basic lockout/tagout awareness — what a locked-out machine means, even if they're not an authorized user
- ☐ Any equipment they are NOT authorized to operate until certified

Reporting & Culture

- ☐ Confirm they understand reporting a near-miss is expected, not optional
- ☐ Confirm they know they can stop work and ask questions without repercussion
- ☐ Document that orientation was completed, with date and topics covered

This checklist is a general orientation guide and does not replace job-specific training, PPE hazard assessments, or formal OSHA certification courses. © Shield Certificates — shieldcerts.com