

YOUNG WORKER ORIENTATION CHECKLIST

THE PROBLEM: Workers under age 25 are, by age group, the most vulnerable workers. Lack of experience and reluctance to ask questions are contributing factors to the vulnerability of this group. Careful safety training is thus especially critical for the protection of younger workers. One Best Practice is to provide a safety orientation to all young workers before they start work. By the way, this is a smart idea for workers of any age and experience level.

HOW TOOL HELPS SOLVE THE PROBLEM: Use this Checklist to ensure that your safety orientation for young workers delivers the key information. Add and subtract items from this Checklist in accordance with the equipment, conditions and configuration of your own workplace.

ABC COMPANY
YOUNG WORKER SAFETY ORIENTATION CHECKLIST

This checklist is a guideline for conducting a safety orientation for young workers. Once completed and signed by both the supervisor and the worker, it serves as documentation that a proper orientation has taken place.

Worker's Name _____

Supervisor's Name _____

Date Worker Started _____

Date of Orientation _____

Name of Person Giving the Orientation _____

Place a check in each box to indicate that the topic has been covered.

Explanation of the company safety program, including:

- Orientation
- On-the-job training
- Safety meetings
- Incident investigation and reporting
- Function of the safety committee (if there is one)

Personal Protective Equipment

- Hard hats
- Safety glasses
- High visibility vests
- Rubber gloves

- Respiratory protective equipment
- Other protective equipment specific to job

Lines of Communication and Responsibility for Reporting Incidents:

- When to report an injury
- How to report an injury
- To whom an injury should be reported
- Filing an incident report form
- Reporting “near misses”

Review Hazards Specific to Job Duties

- Physical hazards (ladders, electricity, repetitive work, hot oil, etc.)
- Chemical hazards (cleaning chemicals, toxic substances, dust, paint, asbestos, etc.)
- Biological hazards (bacteria, viruses, fungi, mold, insects, etc.)
- Ergonomic hazards (work station design, lifting, repetitive movements, etc.)

First Aid Supplies, Equipment and Training

- Obtaining first aid treatment
- Location of first aid stations
- Location and names of staff with first aid training

Emergency Plan

- Exit locations and evacuation routes
- Use of firefighting equipment (extinguisher, hose)
- Specific procedures (medical, chemical, fire, etc.)

Vehicle Safety Check Procedure

- Safety and speed regulations
- Operating license appropriate for vehicle

Personal Work Habits

- Consequences of horseplay and not following the safety rules
- Inattention
- Smoking policy
- Good housekeeping practices
- Proper lifting techniques

Other Health and Safety Items

Add any other health and safety items the worker needs to know about your workplace, such as security procedures for working alone. You may need to provide education and training for these at another time.

- _____
- _____
- _____

The signatures below are evidence that the topics contained in this checklist have been discussed to the satisfaction of the worker and supervisor. Signing indicates that both parties accept responsibility for maintaining a safe and healthy workplace.

Supervisor's Signature _____

Worker's Signature _____

Date _____