

New Worker Site Specific Orientation



Name of School or Facility : _____

Employee's Name: _____ Employee's Position : _____

Orientation By: _____ Orientation Date: _____

Topics addressed during orientation (Attach additional sheets with more details if necessary)	Initials (trainer)	Initials (worker)
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1. Contacts

- (a) Administrator/Manager/Supervisor name and contact information :
 - (b)
 - (b) Locations of fire alarms and fire extinguishers
 - (c) What to do in an emergency

4. Personal Protective Equipment (PPE), when to use it and where to find it		
5. Work Alone or in isolation (a) What are the procedures for working alone or in isolation (_____ if applicable i.e., _____ nights/weekends)		
6. Site specific safety topics and Safety tasks		

Administrator/Manager Signature: _____

Employee's Signature: _____

Health and Safety Rights and Responsibilities

Maintaining a safe and healthy working environment involves the participation of all employees in the School District. As such, workers, supervisors, and employers all have specific rights and responsibilities in the workplace regarding workplace safety.

Employee Rights - All employees have the right to:

- Know the hazards of their job.
- Participate in Health and Safety activities.
- Refuse unsafe work.

Employee Responsibilities

Be knowledgeable in the performance of