



# OPERATING DEPARTMENT

	SECTION  <b>Procedure</b>	SUBJECT  <b>Safety Orientation Checklist</b>
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This orientation checklist has been prepared to assist Operating Department supervisors and team leads in either office environments or the physical work force. It assists in determining the safety and health expectations of new or returning crew volunteers/employees. This checklist is not all inclusive, nor is it intended to set out every one of our obligations or every work task. This checklist defines the basic starting point for individual's safety and health that will not be compromised. Creation of an injury and illness free work place environment requires a true commitment on each volunteer/employee.

**Please check the appropriate box**     **Office worker**     **Physical worker**

<i><b>Volunteer/Employee Information</b></i>	<i><b>Orientation Conducted by:</b></i>
Name (print):	Date:
Signature:	Department: Operating Department
Social Security Number	Supervisor / Team Lead (print):
Location:	Supervisor / Team Lead (signature):

**EMERGENCY NOTIFICATION CONTACT INFORMATION**

A Emergency Notification Sheet (Form 500) must be filled out and renewed annually for all volunteers/employees. The document shall be made readily available in the event of an emergency.

## Safety 1st

***Safety is of the first importance in the discharge of duty***

***Rule 108: In case of doubt or uncertainty, the safe course must be taken***

*Self Certification*

I certify that I have reviewed and understand the information summarized in this document as evidenced by the completion of this Safety Orientation Checklist.

Signature

Date

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<b><i>Suggested topics to be covered as part of the Safety Orientation Checklist</i></b>	volunteer/ employee (Initials)	N/A ✓
<i>Recommend you utilize all Operating Department Safety material, and FRRS policies and standards.</i>		
<b>Safety Program:</b> Provide a copy of the Safety and IIPP. Understand the importance of regulatory compliance. "Injury and Illness Prevention Program".		
<b>Code of Safe Practices:</b> Provide a copy of the CSP to the employee. Review the Basic Safety Requirements and sections 1 and 2 and any other applicable sections.		
<b>Roles and Responsibilities:</b> Provide a copy of the roles and responsibilities as outlined on our XXXX Safety Web Site. It is an expectation of the employee to communicate any all concerns to his/her immediate supervisor / team lead.		
<b>PPE:</b> Identify Personal Protective Equipment Requirements for the scope of assignment: hard hat, safety glasses, hearing protection, coveralls, gloves, rain gear, fall protection.		
<b>Projects:</b> <ul style="list-style-type: none"> <li>• Conduct pre-job walk down: safety review, scope review, id special tools, etc.</li> <li>• Conduct Job Assignment: Task sequence, resource review, and documentation.</li> <li>• Conduct Post Job Walk Down: Perform acceptance documentation and review safety issues corrected.</li> </ul>		
<b>Injury Reporting Process:</b> Understand how to report any injury/illness, near miss and/or motor vehicle accidents All injuries <u>shall be</u> promptly reported to the Supervisor so arrangements can be made for first aid or medical treatment.		
<b>Driving:</b> Understand site speed limit, seat belt use, and designated parking arrangements. In addition, any special hazards associated with the location (e.g. mountains, windy roads, traffic etc.)		
<b>Misc.:</b> Understand designated restroom facilities and restricted areas. Scaffolding, ladder safety, metal measuring tapes, pull boxes, spiders, bees, snakes, poison oak, Lyme Disease, SJ Valley fever, Hanta virus,		
<b>Hazardous Materials and Waste:</b> Understand Proposition 65 Employee Warning, Asbestos Notification Policy, and MSDS information is to be made available to you. Review chemicals that you may be exposed to while conducting your assignment. For an MSDS, contact 3E company at 800-451-8346. Understand the local Hazardous Material/Waste policies.		

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<b>Site Security:</b> Review access to site during work hours and non-work hours and security issues.		
<b>Conduct:</b> No firearms, horseplay or running. Site Smoking Policy (smoke only in designated areas). Understand that no one shall knowingly be permitted to work while under the influence of drugs or intoxicating substances.		
<b>Training Requirements:</b> Review mandated training requirements from the Operating Department. It is an expectation that the volunteers/employee understand the need attend all required training.		
<b>Potential Hazards of Work Area:</b> Review potential occupational hazards of the general work area for a given job assignment including specific procedures to be followed, training requirements, personal protective equipment (PPE) available and where to find it:		
Excavations - understand underground service alert (USA)		
Fire Prevention (fire extinguisher training)		
First aid / CPR		
Heat Stress		

**DISTRIBUTION:** Original Superintendent of Operations, Copy to Volunteer/employee

Form 401

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