


NEW EMPLOYEE SAFETY CHECKLIST

This checklist is to be completed by the supervisor and the new employee within 10 days after employment (or reassignment) and filed with the Human Resources Office.

Employee Name: _____ Job Title: _____

Date of Hire (or reassignment): _____ Date Checklist Completed: _____

Please check off  each item after it has been reviewed.

- Review of Code of Safe Practices – keep for reference
- Review of proper use of tools, office equipment and/or machines in work area
- Review of employee responsibility for the prevention of work accidents
- All work-related injuries should be reported immediately to the supervisor and Human Resources.
- Unsafe working conditions should be reported to the supervisor, a safety committee member or Facilities if it is an emergency. Work requests to correct unsafe conditions can be submitted online at miis.edu/offices/finance/facilities.
- Review emergency procedures Quick Reference Guide, located by the exits in all common areas and classrooms
- Review building evacuation procedure
- Fire Safety
- Safety compliance part of performance review

These items have been discussed with me.

Signed: _____
Employee

I have discussed these items with the employee

Signed: _____
Supervisor