

Health and Safety Program

Purpose

The purpose of the Health and Safety Program, also known as the MN AWAIR Program, Accident Prevention Plan, or Injury & Illness Prevention Program (I2P2), is to outline Element's initiatives to maintain a safe working environment for all employees, prevent incidents and accidents, and to instill safety ownership in all employees.

Element strives to maintain continuous improvement in our safety practices, provide employees with comprehensive training, and maintain consistent and effective communication regarding all applicable areas of safety and compliance. To aid in these initiatives, Element Management is committed to providing leadership and necessary resources to maintain a safe workplace.

This Health and Safety Program is written in accordance with Minnesota Statute S.182.653 Subd.8 (MN AWAIR), Washington WAC 296-800-140, Various clauses of the Occupational Health and Safety Act (OHSA) of Ontario, Canada, and other US federal, US state, and Canadian provincial requirements.

Scope

This policy applies to employees in the United States and Canada, as well as to contingent workers on assignment at Element and working in an Element office.

This Health and Safety Program will include:

- Safety Goals & Objectives.
- Defined Roles and Responsibilities.
- Employee Involvement.
- Hazard Identification and Assessment.
- Hazard Prevention and Control Systems.
- Education and Training.

Management Commitment

We believe in the importance of each individual employee and give top priority to maintaining a safe working environment for our employees. Management is committed to providing leadership and the necessary resources to maintain a safe workplace.

We have established and implemented a Health & Safety Program, which integrates safety and health measures into each job task, so that safety, health, and job performance become synonymous. The installation of a formal safety program is the beginning of an ongoing and evolving set of safety-oriented procedures, systems, equipment, philosophies, and enforcements that combine to develop a productive safety attitude and reduced-loss environment. A reduced-loss environment will be accomplished through the cooperative efforts of managers, supervisors, and employees who will seek to obtain the lowest possible industrial accident rates.

Some of the tools used to reduce work hazards include:

- Management Leadership
- Employee Participation
- Hazard Identification and Assessment
- Hazard Prevention and Control Systems
- Education and Training

- Program Evaluation and Improvement

By accepting mutual responsibility to operate safely, management, supervisors, and employees will all contribute to well-being of personnel, and subsequently, the company.

We strive to maintain a great safety record. Our goal is to continue improving on that record, while addressing associated areas of safety and compliance.

Jay Forbes

President & Chief Executive Officer

Safety & Health Goals

As part of the Health & Safety Program, Element ahs established specific goals to assist in driving the Health & Safety Program forward and ensure continuous improvement. Each stated goal also has specific objective designed to assist in meeting goals. Together, the process of establishing goals/objects serves as a tool for promoting a safe and healthy working environment.

Element Safety Goals & Objectives	
Goal	Objective
EHS Programs	Expand the Emergency Response Plan to include additional information on Workplace Violence.
	Develop and implement a Workplace Violence Prevention Program.
	Review, Update, and Drive implementation of all EHS Programs at all locations.
Ergonomic Desk Assessment Process	Streamline the Ergonomic Desk Assessment Process for all locations.
	Educate employees and emphasise availability of customized ergonomic assessments.
	Continue automatic request/notification of Ergonomic Desk Assessments for all new employees.
Employee Involvement and Engagement in Safety Programs.	Empower personnel to immediately address employee and facility safety concerns, coordinating as needed with US Compliance representatives.
	Implement a facility Self-Inspection system, bolstered by periodic US Compliance representative inspections.
	Correct and close all identified safety issues in a reasonable time frame.
	Encourage use of the Safety and Near Miss reporting process.

Responsibilities

Management, supervisors, and employees are responsible for maintaining a safe and healthy work environment. Although roles in an effective Safety and Health Program may differ slightly, the scope and results are the same: Improve overall safety awareness and minimize the occurrence of accidents.

Management Responsibilities

Commitment to safety starts with management. This commitment is demonstrated through the written safety and health policy statement. The Health and Safety Program will include documentation of procedures for establishing, measuring, and maintaining a management presence in safety and health to continue strengthening the overall effectiveness of the program.

Management will provide a framework to allow supervisors and employees to develop the skills and tools necessary address to both preventative and reactive safety and health concerns.

Management will ensure a Safety Committee is established at each facility over 20 employees and will encourage and maintain its role with necessary resources.

Management will view an effective and well-trained Safety Committee as a critical step in developing an effective program, reinforcing safety compliance work and corrective measures is also critical in establishing management's presence in safety and health issues.

Management commitment will be measure through observation of each facility and its employees and by examining:

- Workers' Compensation Costs.
- Additional Injury Metrics.
- An Annual Review and Goals Update of the Health and Safety Program.

Management will oversee events, promote Safety Committees and their function, train employees on accident reduction, and utilize our professional safety and health advisors, US Compliance.

Supervisor Responsibilities

Supervisors must be committed to health and safety every day and must be able to effectively communicate and enforce all safety and health policies and procedures. The responsibility of leadership also involves being able to:

- Support the safety and health process with a positive attitude.
- Encourage and demand that all employees take part in the facility safety program (Training, committees, inspections, observations, etc.).
- Provide safe materials, equipment, and/or tools.
- Take a personal role in safety training.
- Conduct occasional safety inspections and implement corrective action.
- Be involved in safety meetings.
- Stress the importance of safety through action and word.
- Take disciplinary action as required and when needed.

Employee Responsibilities

All employees must uphold the following standards:

1. Observe all company safety and health rules and apply the principles of incident prevention in your day-to-day activities.
2. Be aware of the goals of the Health & Safety Program and how they are being implemented.
3. Always walk on company premises (no running) and do not take any unauthorized short cuts.
4. Never report to work under the influence of alcoholic beverages or drugs. Employees shall not consume, purchase, or possess drugs/alcohol while on the company premises.
5. In case of sickness or injury, no matter how slight, report at once to your supervisor for first aid. Do not attempt to treat injuries on your own.
6. Bring unsafe conditions to the attention of your supervisor and/or a member of the Safety Committee immediately.

7. If a colleague is doing something that may injure themselves or others, tell them about it. They may not be aware they are doing it and you could save them and/or others from injury.
8. Keep your work area and the floor around you clean and dry.
9. Never tamper with electrical circuits or switches. Only qualified electricians may perform electrical work.
10. Use only approved extension cords. If frayed electrical wires exist, do not try to repair them unless it is your job, or you have been trained to do so. Call facilities or maintenance for repairs.
11. Keep electrical cords away from sinks, out of doorways and hallways, and any other place people could trip.
12. Smoking will be permitted in outside designated areas only.
13. Know who is on the facility Safety Committee and Emergency Response Team (ERT).
14. Notify your supervisor in the event of an injury, illness, or emergency.
15. Keep fire exits, hallways, and exit signs clear and unobstructed always.
16. Learn the location and proper use of firefighting equipment, safety exits and evacuation procedures in your department.
17. Actively support and participate in the company's efforts to provide a workplace free of accidents and injuries.

Safety Committee Responsibilities

In an ongoing effort to promote safe and healthful working conditions, Element will establish a Safety Committee at each facility with 20 or more employees. The Safety Committee will be made up of a combination of management/supervision, and front-line employees and will formally meet at least quarterly. Attendance and issues discussed at the meetings will be documented in Safety Committee Meeting Minutes, which will be made available to employees upon request. *See Appendix for General: Safety Committee Meeting Agenda and Safety Committee Meeting Minutes*

The Safety Committee's scope of activities will include the following:

- Promote and publicize safety.
- Accept and evaluate employee suggestions.
- Conduct in-house safety inspections with appropriate supervisor and employee representation.
- Review accident reports, near miss reports, and safety observation forms to determine the root cause and to decide the proper corrective actions.
- Monitor the safety program effectiveness.

Hazard Prevention and Control

A core element to the effectiveness of the safety program is the proactive effort put towards the elimination of accidents and incidents. The goal is to anticipate what could happen and install controls or procedures to prevent them from occurring. Examples of activities completed to prevent incidents and accidents may include:

Employee Communication – Important safety related issues will be communicated to employees through a centralized reporting system. This system/area will be maintained with current event information and other key safety activities that are taking place at the facility.

Policy of Reporting Safety Concerns or Hazards – Employees are the “eyes and ears” of our safety program. Any suggestions brought to our attention, or any safety reporting forms that are filed are evaluated as soon as possible and acted upon.

Near Miss Evaluation – The Heinrich Accident Causation pyramid recognizes that for every recordable accident there are many more near miss events that occurred leading up to the accident. Reviewing all near misses is a key part towards our preventative approach to incidents and illnesses.

Non-Routine Task Evaluation –See the Hazard Communication program for an overview of this policy.

Preventative Maintenance – Facility Departments have established a hierarchy of activities that are completed on facility equipment to keep the equipment running properly and safely. The activities are conducted proactively even if no problems were recognized on the machines.

Emergency Planning – “The failure to plan is a sure plan to fail.” Another key element to a successful safety program is ensuring that employees know how to react in the event of an emergency. Each Element facility maintains an up-to-date Emergency Response Plan as well as an active Emergency Response Team (ERT) with responsibilities established of how to handle incipient stage emergencies.

Worksite Analysis

To effectively protect employees from workplace hazards, there are mechanisms in place to identify hazards or areas of concern within each facility. The following are several ways facilities are analyzed and hazards are identified:

- Self-Inspections of the facility.
- 3rd Party site safety inspections (US Compliance).
- Ergonomic screenings.
- Safety committee review of employee suggestions and safety reporting forms.
- Periodic review of written safety policies.

Once hazards are identified, there must be a process to evaluate the findings to better understand the root causes and options toward improving the level of safety. At each facility, the safety committee is the group of employees taking the lead in the initial evaluation of identified hazards. The safety committee will conduct an evaluation and establish a recommended plan of action.

- Simple actions will be completed as soon as feasible through the affected supervisors and/or employee.
- Complex actions will be routed through the management team to ensure alignment on the corrective action.
- Corrective action tracking and effectiveness must be established and monitored.
- The action items will be managed through completion and until the effectiveness of the solution can be verified.

Safety and Health Inspection Process

To prevent injuries and illnesses, Management, Supervisors and Employees need to be alert to the physical surroundings of their work areas. Unsafe conditions or inappropriate/unsafe work methods could develop at any time, so it is important to monitor and evaluate the workplace on a routine basis. Health and Safety prevention activities need to be reinforced systematically to minimize physical hazards within the workplace. Element believes that one of the best ways to identify and eliminate these hazards is through a plan of self-inspection. Self-inspection guidelines are as follows:

- Members of the site Safety Committee will conduct self-inspections of the facility on a periodic basis.
- The team will ensure that the entire facility is evaluated.
- Additional focus may be given to certain areas or departments; however, all areas will be captured for inspection at least on a periodic basis.
- An inspection checklist will be utilized to assist with the inspection process. Accident reports and any employee safety suggestions will also be used to assist with the self-inspection process.
- Findings of the self-inspection will be reviewed, evaluated, and acted upon immediately if possible.
 - Large or more complex issues will be brought to the next scheduled Safety Committee meeting.

- Unresolved problems or issues resulting from this process will be forwarded to management to assist with their resolution.
- All items will be tracked as to how they were resolved or brought to completion.
- All items will be managed on a Safety Action Item List (SAIL) or similar tracking method.
- Follow-up self-inspections will be utilized to verify that corrective actions taken remain in use and are effective at controlling the hazards and protecting the employees.

Accident Investigation and Reporting

All accidents at Element, no matter how minor, shall be reported immediately to the Supervisor, Human Resources and the location Safety Committee for investigation and evaluation.

- Every accident includes a sequence of contributing causes, it may be possible to avoid a repeat performance of the first event by recognizing and eliminating these causes.
- The removal of a single cause may prevent a recurrence.
- After the evaluation, the supervisor and/or safety committee must determine the possible consequences that could take place if the situation is not corrected.
- The supervisor and/or the Safety Committee must take appropriate action to remedy the cause(s) based upon those findings (i.e., investigate, report, correct, etc.).

Minor Injury or Illness

After completing necessary emergency actions following an accident, an investigation of the accident will be conducted by the immediate supervisor in conjunction with any witnesses to determine the possible causes. The findings of the investigation are to be documented on a First Report of Incident Form (*see Appendix*).

Distribute the accident investigation report to the following individuals:

- Human Resources
- Safety Committee

Major Injury or Illness

After emergency actions following the accident are underway, a detailed investigation must be conducted. Follow instructions in the Minor Injury of Illness section above and notify the facility's top management official, human resources, the employee's supervisor, and a representative of the Safety Committee immediately. The investigation will be conducted under the direction of the top management official.

United States:

In the event of a severe injury, the nearest office of the Occupational Safety and Health Administration (OSHA) must be contacted within the following timeframes:

- Fatality: Within 8-Hours of learning of the occurrence
- Admittance to a Hospital, Amputation, or Loss of an Eye: Within 24-Hours of learning of the occurrence

Federal OSHA: (800) 321-6742

Illinois OSHA: (800) 782-7860

Maryland OSHA: (888) 257-6674

Minnesota OSHA: (651) 284-5050

Notify MN OSHA Monday-Friday, 8am to 4:30pm.

Notify Federal OSHA outside of business hours or on weekends.

New York: Call Federal OSHA

Pennsylvania: Call Federal OSHA

Texas OSHA: (800) 321-6742

Washington OSHA: (800) 423-7233

Washington OSHA has an 8-hour reporting requirement for Fatalities *and* Hospital Admittance, 24-hour reporting requirement for non-hospitalized amputation or loss of eye.

The initial call shall be made by Human Resources in coordination with the location's Safety Committee Chair. The following information will need to be relayed:

- Company name
- Location of the incident
- Time of the incident
- Type of reportable event (i.e., fatality, in-patient hospitalization, amputation, or loss of an eye)
- Number of employees who suffered the event
- Names of the employees who suffered the event
- Contact person's name and phone number
- Description of the incident
- Immediate corrective actions or actions taken to isolate the issue

Any equipment involved in a fatal accident is not to be moved until a representative of the Department of Labor and Industries investigates the accident and authorizes removal of the equipment. However, if it is necessary to move the equipment to prevent further accidents or to remove the victim, the equipment may be moved as required.

Ontario

Notify the Ministry of Labour, Training and Skills Development if someone is critically injured or killed (employee or not) and if there is a reasonable connection between the hazard that led to the critical injury or death and the workers' health and safety. Critical injuries include: Fatality, loss of consciousness, substantial loss of blood, fracture, amputation, burns of a major portion of the body, loss of sight in an eye.

Do all of the following:

1. Call the Ministry of Labour, Training and Skills Development: (877) 202-0008.
2. Call or tell the joint health and safety committee or health and safety representative and the union (if there is one) about the incident.
3. Notify the Ministry of Labour, Training and Skills Development, in writing, within 48 hours of the incident, making sure to:
 - a. Address the notice to "Attention: Director."
 - b. Mail or fax it to the Regional Office closest to the workplace where the incident occurred:

Central Region: West

1290 Central Parkway West, 4th Floor

Mississauga, ON L5C 4R3

(800) 268-2966

Fax: (905) 615-8853

Policy on Reporting Hazards or Near Misses

The Policy on Reporting Hazards or Near Misses provides the procedure and tools necessary to ensure hazards can be effectively reported by employees and resolved to ensure the hazards do not result in injury to facility employees, contractors, or visitors.

All employees should always stay alert and keep safety in mind. A key component to staying alert is recognizing any unsafe conditions, unsafe acts, or other safety issues that may develop in the facility. Anyone who suspects that a hazard exists or observes any unsafe work practices should report it to the Safety Committee. The Safety Committee will then evaluate the safety concern and address it in an appropriate manner.

Employees may follow the following steps to file a formal concern:

- All concerns that could lead to imminent danger should be reported immediately to your supervisor or manager and the Safety Committee.
- For other concerns obtain a copy of the “Safety Reporting or Near Miss Form” (*see Appendix*).
 - Document (describe) the unsafe condition, unsafe act, or safety observation. The form can also be used to document positive safety observations in the facility.
 - Include thoughts or ideas of how the safety condition could be improved.
 - List your name on the form if you would like to be notified directly as to the status of the safety issue. The identifying employee may choose to be anonymous on the form, although they will not be notified on progress of the identified item.
 - Give the completed form to the Safety Committee.

Completed forms will be evaluated upon collection by the Safety Committee. Urgent concerns will be handled immediately, and larger or more complex issues will be brought to the next scheduled Safety Committee meeting for discussion. Once the safety issue is resolved, or as it progresses, the Safety Committee will keep the identifying employee notified of the status of the action taken to eliminate the condition or concern.

Employees are encouraged to report all safety observations and near miss incidents with no fear of disciplinary action. The disciplinary process will not be implemented for observations or near miss incidents if those involved proactively report, take an active part in helping understand what happened, and aid in resolving any corrective actions to prevent recurrence.

Safety & Health Orientation

Safety orientation will begin on the first day of employment for all new employees, re-hires, part-time employees, and those transferred from another department. Employees will receive specific training via Element’s online training platform regarding hazards associated with their duties and the company’s policies and rules.

The orientation will include:

- A tour of the facilities to acquaint the employee with the entire operation by the immediate supervisor, if applicable.
- Information on how the employee's job is important to the finished product or service.
- Employee safety responsibilities.
- Communication, responsibility, and reporting of hazards, potential hazards, safety concerns and near misses.
- Accident investigation and reporting.
- Safety Committee purpose and scope of activities.
- General safety training requirements and process

Human Resources (HR) and/or the immediate supervisor of the employee will thoroughly instruct the individual in the job safety and health requirements. A Safety Orientation Checklist (*see Appendix*) may be utilized to document and conduct the safety orientation in an effective manner.

On-The-Job Training

Ongoing safety and health education programs will be provided for all employees to increase awareness of accident-causing factors and methods for preventing injury and illness. Safety and health education programs also promote team spirit and the acceptance of safety and health rules by presenting accident prevention as a positive, desirable, and integral part of every activity within the company. Element will provide training to achieve these initiatives and to familiarize each person with safety and health requirements.

General Training for All Employees

- Health and Safety Program components
- Hazard Communication (Right-to-Know) Training: Information on physical and chemical hazards, Safety Data Sheets (SDSs), labeling processes, etc. (US Only)
- Workplace Hazardous Materials Information System (WHMIS) (Canada Only)
- Emergency Preparedness, Prevention, and Response Training: Instruction on how to respond to incipient stage emergencies. Topics covered include: Fire Evacuation, Fire Extinguisher Use, and Other Facility-Specific Emergency Protocols such as Severe Weather, Earthquake, Etc.
- Bloodborne Pathogens Awareness: Instruction on remaining clear of all potentially infectious materials. The facility Emergency Response Team is trained to respond to these incidents.
- Ergonomics Training: Instruction on the Element Desk Worker Ergonomics Evaluation Process and information on the use and care of the back and how to prevent back injuries (i.e. how to lift) as it related to the work they are performing.

Emergency Response Team (ERT) Training

- Emergency Response Team Protocols and Procedures
- Bloodborne Pathogens Training: Instruction on the proper procedures to follow in any incident involving blood or any other infectious material.

Facilities, Maintenance, or Other Training

Additional job-specific training may be provided on a case-by-case basis to train a limited number of employees on specific safety procedures. Contact Human Resources if additional training is needed. "Authorized Level" training may include topics such as Lockout Tagout, Confined Space Entry, Personal Fall Protection, Forklift Operator Training, Hot Work Safety, Hoist Inspection.

Safety and Health Disciplinary System

Element reserves the right to enforce the following steps regarding disciplinary action for safety and health violations. Serious issues may warrant more severe action. Copies of all warnings and reports should go to the employee and be retained the employee's personnel file.

Four-Step System

First Violation:	Verbal warning
Second Violation:	Written warning
Third Violation:	Written warning; one-day suspension without pay
Fourth Violation:	Written warning; one-week suspension; and/or termination if warranted

Program Evaluation & Improvement

Element will conduct an annual review of the Health & Safety Program to determine if it has been implemented as designed and is making progress towards achieving its goals. The program will be modified to correct deficiencies, as necessary. All involved parties of Element shall continuously look to identify new ways to improve the program.

Administration

Original Policy Date: November 2020

Revision Date: January 2023

Appendix

- Facility Self Inspection Form
- Safety Observation or Near Miss Report Form
- Safety Committee Meeting Agenda
- Safety Committee Meeting Minutes
- Safety Orientation Checklist



Facility Self Inspection Form

Name:		Area Inspected:	
Element Location:		Inspection Date:	
1) General Work Environment			
	a. Cleanliness & Organization - dust, clutter, trash emptied		
	b. Slip / Trip Hazards - cords, hoses, liquids, tools, materials		
	c. Clear Walkways - unobstructed, clearly marked, even walking surfaces		
	d. Ladder Storage - secured, inspected, slip-resistant feet		
	e. Material Storage - properly stored, secure		
	g. Stairways - non-skid leading edges, approved railings, even rise		
	h. Equipment - safe operating condition, utilized properly		
	i. Unsafe Acts - not unsafe acts observed		
2) Emergency Prevention & Preparedness			
	a. Emergency Exits - adequate, unlocked, clear access, illuminated EXIT sign		
	b. Emergency Lighting - installed where applicable, inspected, operational		
	c. Fire Extinguishers - adequate, clear access, annual service inspected		
	d. Emergency Postings - evacuation maps, fire extinguisher markings		
	e. Emergency Phone Numbers - posted by phones & hazardous waste		
	f. Fire Evacuation / Storm Shelter - established emergency protocols		
	h. Smoking Areas - designated, free of litter, away from flammables		
	i. Sprinkler System - clear access, inspected, locked open, keys available		
	j. First Aid Kits - adequate in number, stocked		
	k. Bodily Fluid Clean-Up Kits - adequate in number, stocked		
3) Electrical			
	a. Electrical Panels - unique identifier & source voltage, breakers marked		
	b. Electrical Enclosures - door closed, no open breaker or conduit knockouts		
	c. Electrical Disconnects - labeled with unique identifier & source voltage		
	d. Electrical Equipment - minimum of 36" clear access maintained		
	e. Electrical Cords - grounded, double insulated, no electrical tape, no splices		
	f. Temporary Wiring - extension cords have no permanent features		
	g. Ground Fault Circuit Interrupter (GFCI) Protection - utilized in wet areas		
Comments:			
KEY: X = Satisfactory O = Comment Needed N/A = Not Applicable N/O = Not Observed			



Safety Observation or Near Miss Report Form

Employee Name (Optional):	Department:
Date:	Location of Condition:
Description of Safety Concern or Near Miss	
Detailed Explanation of the Condition or Near Miss: (Who, What, Where, When, Why, How)	
List Any Equipment and/or Materials Involved:	
Where Any Specific People Involved?	
Idea to Correct Safety Concern and/or Prevent This from Occurring Again	
List Suggestions:	
Additional Comments	
List Any Other Information Pertinent to This Issue:	
Corrective Actions	
List Any Corrective Actions Taken to Address This Issue:	
Please Submit This Form to a Safety Committee Representative (workplace@elementcorp.com)	
Date Reviewed by Management or Safety Committee:	<input type="checkbox"/> Immediate Action Needed
	<input type="checkbox"/> Place on Action Item List
	<input type="checkbox"/> Close Item



Safety Committee Meeting Agenda

Meeting Information	
Time:	Date:
Facility:	Training Topic:
Meeting Agenda	
1. Minutes Review	
a. Review and approve minutes from last meeting	
2. Accident Investigation	
a. Review all accidents and injuries since last meeting	
b. Evaluate contributing factors and possible controls	
c. Identify accident and injury trending	
d. Establish follow-up actions, assign responsibility and determine deadlines	
3. Review Safety Reporting Forms	
a. Review submitted Near Miss & Safety Reporting forms	
b. Review employee concerns	
c. Establish follow-up actions, assign responsibility and determine deadlines	
4. Self-Inspection	
a. Confirm inspections were completed	
b. Discuss significant findings	
c. Establish follow-up actions, assign responsibility and determine deadlines	
5. Facility Changes	
a. Review any proposed physical changes to the facility	
b. Review any proposed chemical changes	
c. Establish follow-up actions, assign responsibility and determine deadlines	
6. Training / Current Events / Discussion Topic	
a. Conduct scheduled training for committee members	
b. Review any questions	
7. US Compliance Visit Highlights	
a. Review training conducted	
a. Review Safety Action Item List	
8. Other	
a. Any other relevant input, issues, or concerns	



Safety Committee Meeting Minutes

Meeting Information		
Facilitator:	Date:	
Attendees:		
Accident Investigation		
Review accidents, determine root causes, develop countermeasures, identify trends:		
Safety Reporting Forms		
Review submitted unsafe or hazardous condition & near miss forms:		
Inspection Highlights		
Review of self-inspection forms and US Compliance action item list:		
Facility Changes		
Review any upcoming changes and projects:		
Training Topic		
List the training / discussion topic for the meeting:		
Other		
List any other topics covered during the meeting:		
Next Meeting		
Date:	Time:	Location:



Safety Orientation Checklist

Employee Information	
Employee Name:	Date Hired:
Facility:	Job Title:
Health & Safety Program	
<input type="checkbox"/> Operations & procedures overview	
<input type="checkbox"/> Safety orientation process	
<input type="checkbox"/> General safety rules	
<input type="checkbox"/> Safety training	
<input type="checkbox"/> Safety Committee & Emergency Response Team	
<input type="checkbox"/> Accident reporting & investigation	
<input type="checkbox"/> Near miss, unsafe or hazardous conditions reporting	
<input type="checkbox"/> Disciplinary system	
Emergency Protocols	
<input type="checkbox"/> Fire alarms, exits & evacuation protocol	
<input type="checkbox"/> Fire extinguisher training	
<input type="checkbox"/> Severe weather alarms & shelter protocol	
<input type="checkbox"/> Chemical spill response protocol	
<input type="checkbox"/> Emergency showers & eyewash stations	
<input type="checkbox"/> First aid supplies	
Hazard Communication	
<input type="checkbox"/> Safety Data Sheets	
<input type="checkbox"/> Container labeling (GHS/NFPA704/HMIS)	
<input type="checkbox"/> Review of chemicals at facility	
<input type="checkbox"/> Health hazards (carcinogens, teratogens, mutagens)	
<input type="checkbox"/> Physical hazards (flammable, corrosive, heat, cold)	
<input type="checkbox"/> Other hazards (ultraviolet light, mechanical)	
Bloodborne Pathogens	
<input type="checkbox"/> Description, purpose & requirements	
<input type="checkbox"/> Emergency Response Team is trained to respond to these situations	
<input type="checkbox"/> Training (authorized/awareness)	
Ergonomics	
<input type="checkbox"/> Basic ergonomic principles	
<input type="checkbox"/> Desk ergonomics screening availability	
<input type="checkbox"/> Back injury prevention training	
Signoff	
Employee Signature:	Date:
Supervisor Signature:	Date: