SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

New Hire and Temporary Worker Safety Orientation Checklist

Regulation: 29 CFR 1910.38(f)

FACILITY	AREA OR EQUIPMENT ID	DATE	SHIFT
INSPECTED BY (PRINT)		SIGNATURE	

1. Procedure checks

Tick each step as it is done, in this order.

DONE	CHECK	NOTES
☐	Learn your two exits and your assembly area before your first task	
☐	Wear your issued PPE, and ask before entering any posted zone	
☐	Check the label, and know how to pull the SDS, before handling any chemical	
☐	Stop at forklift aisles: eye contact with the operator, then cross	
☐	Never walk under raised forks or behind a backing truck	
☐	Report every injury and near miss the same day, however small	
☐	Unsure? Stop and ask your buddy or supervisor; guessing is never part of the job	

2. Compliance checks

Tick each item that is in place. The citation after an item is the paragraph that requires it.

DONE	CHECK	NOTES
☐	The emergency action plan is reviewed with each new worker on initial assignment, and again when the worker's responsibilities under the plan change or the plan changes **29 CFR 1910.38(f)**	
☐	Hazard communication information and training are delivered at initial assignment and before any task involving a hazardous chemical, and redelivered when a new chemical hazard the worker has not been trained about is introduced **29 CFR 1910.1200(h)**	
☐	Each worker required to use PPE is trained on when and what PPE is necessary, how to wear it, its limitations, and its care, and demonstrates understanding and proper use before performing work requiring it **29 CFR 1910.132(f)**	
☐	No worker operates a powered industrial truck without successfully completed training and evaluation for that truck type, and trainees operate only under the direct supervision of a qualified trainer where the operation endangers no one **29 CFR 1910.178(l)(1)**	

☐	Powered industrial truck operator certifications record the operator's name, training date, evaluation date, and the identity of the trainer or evaluator, and prior certification from another site is credited only after verification and an on-site evaluation **29 CFR 1910.178(l)(6)**	
☐	Fire extinguisher education on general principles of use and incipient stage fire hazards is delivered upon initial employment and at least annually thereafter **29 CFR 1910.157(g)**	
☐	A written task description is sent to the staffing agency before each temporary worker assignment, the agency's training confirmation is on file before day one, and the agency is notified in writing before any task change	
☐	Every orientation element carries the trainee's signature and the deliverer's initials and date, and the completed checklist is filed before release to unsupervised work	
☐	Re-orientation is delivered, with the affected elements documented and re-signed, on transfer, return from long absence, introduction of a new hazard, or observed loss of the training	

WARNINGS

Never operate a forklift, reach truck, order picker, or powered pallet jack without completed certification for that truck type

Never assume the operator sees you: a loaded forklift cannot stop or see the way a car does

Never start a task, zone, or machine you were not oriented on, even if asked to

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE