



LAKE SIDE INDUSTRIES



Name: _____

Position: _____ Start Date: _____

Years of Prior Construction Experience: _____ Years of Prior Asphalt Paving Experience: _____

Safety Orientation Checklist

- Safety Vision: Every worker goes home safe at the end of every shift
- Safety As a Core Value; Not a Priority. Values are lasting, whereas priorities change. Lakeside is committed to Safe Production.
- What's Your Exposure? (WYE?) – Discussion on WYE
- Every employee has the ability to Stop Work for a Safety "Time Out"
- Discussion of job responsibilities and safety expectations
- Provide *Safety 24/7* Book or audio CD
- Follow-up *Safety 24/7* Discussion with Superintendent/Foreman/Designee within 10 days**
- Provided Accident Prevention Program (aka "Safety Manual"; 2014 version is the most current)
 - Review Lakeside Mission Statement
 - Review relevant sections based on job responsibilities
 - Review of the Alcohol & Substance Abuse Policy (Pages 7-15)
 - Review Weapons Policy (p. 28)
 - Review of the Truck Backing & Spotting Policy (Pages 63-64)
 - Review Hands-Free mobile devices while driving and operating equipment
- Review Global Harmonization and SDS System (*separate form*)
- Issuance of Personal Protective Equipment and Required Safety Gear
- Safety Committee – Who the chairperson is and how they can get copies of minutes
- Where Safety Alerts & Risk Management Best Practices are posted
- Special emphasis on hearing conservation and employee hearing protection devices
- Employee completes New Hire Hearing Protection Questionnaire (*separate form*)
- Wearing safety belts while operating vehicles/equipment and riding as a passenger
- Reporting of employee injuries
- Reporting of all Incidents and Near Hits
- Emergency Procedures
- First Aid Kit & Fire Extinguisher locations
- Rocks 'n Rollers* company's quarterly newsletter
- Expectation of reading *Winning with Accountability* book
- Completed viewing the New Hire Orientation Video

I, _____, affirm that the above named employee has received

adequate instruction in the expectations required for safe work performance as outlined in this orientation checklist.

New Hire Employee Signature

Supervisor Signature

Date Signed:

NOTE:
The employee is expected to return the signature page acknowledging they have read Accident Prevention Program Manual within 1 week. The signature page is to be returned to the Divisional Office and forwarded to Human resources Department with this completed form.

Date Last Revised: 4-6-16