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.

____________________________
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