



### SUPERVISOR'S CHECKLIST FOR NEW EMPLOYEE ORIENTATION

<b>Employee Name:</b>	<b>Date Employed:</b>
<b>Supervisor:</b>	<b>Department:</b>

#### I. Conditions of Employment

- |                                                  |                                                                                          |
|--------------------------------------------------|------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Job Duties              | <input type="checkbox"/> Drug-Free Workplace                                             |
| <input type="checkbox"/> Pay Rates and Increases | <input type="checkbox"/> Time Cards/Clock                                                |
| <input type="checkbox"/> Work Standards          | <input type="checkbox"/> Attendance & Punctuality                                        |
| <input type="checkbox"/> Performance Reviews     | <input type="checkbox"/> Reporting Absences                                              |
| <input type="checkbox"/> Hours of Work           | <input type="checkbox"/> Use of Telephone                                                |
| <input type="checkbox"/> Lunch Hours             | <input type="checkbox"/> Injury/Illness Reporting                                        |
| <input type="checkbox"/> Break Periods           | <input type="checkbox"/> Holiday/Vacation                                                |
|                                                  | <input type="checkbox"/> Supervisor's Safety Orientation Checklist<br>(see reverse side) |

#### II. Facilities and Human Resources

- |                                                           |                                        |
|-----------------------------------------------------------|----------------------------------------|
| <input type="checkbox"/> Introduction to Fellow Employees |                                        |
| <input type="checkbox"/> Shop Equipment                   | <input type="checkbox"/> First Aid Kit |
| <input type="checkbox"/> Tools and Supplies               | <input type="checkbox"/> Restrooms     |
| <input type="checkbox"/> Safety Equipment                 | <input type="checkbox"/> Eating Areas  |
| <input type="checkbox"/> Evacuation Routes                | <input type="checkbox"/> Parking Areas |

Orientation regarding these items was provided to the above-named employee.

<b>Employee Signature:</b>	<b>Date:</b>
<b>Supervisor Signature:</b>	<b>Date:</b>

# Supervisor's Safety Orientation Checklist

- Orientation to the Injury & Illness Prevention Program (IIPP) and Safety Manual (where it is kept, employee access, etc.). There should be a Safety Manual in each department. If not, either check with Human Resources at 756-1121 to obtain a manual or go the Cal Poly Corporation Forms and Procedures website @ <http://www.calpolycorporation.org/docs/>. The IIPP and Safety Manual are listed under Human Resources – Health & Safety.
  
- Training regarding specific hazards to the specific job.
  
- Safety Data Sheet Training (what they are, where they are kept, employee access, emergency procedures).
  
- Emergency evacuation routes and procedures. Specific Department meeting areas.
  
- Injury/Illness procedures. Notification of Supervisor. Medical treatment procedures, reporting requirements.
  
- First Aid kits and Fire Extinguishers -- locations and use.
  
- Safety concerns: where and how to report concerns without fear of reprisal.
  
- Automobile and forklift training (where applicable).

**Complete, sign and return this form to Cal Poly Corporation Human Resources Department during the first week of employment.**