

CAL POLY CORPORATION

SUPERVISOR'S CHECKLIST FOR NEW EMPLOYEE ORIENTATION

Employee Name:	Date Employed:
Supervisor:	Department:

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
(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.

Employee Signature:	Date:
Supervisor Signature:	Date:

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.