



<b>Employee Name:</b>	<b>Department:</b>
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Internal Department Safety Orientation Guide		Initials/Dates
<b>Hazard Communication Program</b>	<ol style="list-style-type: none"> <li>1. Give the employee a copy of the written department HAZ COM Program.</li> <li>2. Inform the employee of the location where the HAZ COM Program and Safety Data Sheets are kept in the office.</li> <li>3. Have the employee review the Hazard Communication Program Powerpoint.</li> <li>4. Have the employee sign that this has been done.</li> </ol>	
<b>Emergency Action Plan</b>	<ol style="list-style-type: none"> <li>1. Give the employee a copy of the department's Emergency Action Plan.</li> <li>2. Review the plan with the employee. The employee needs to know what to do when evacuating, where to go, who has certain responsibilities and where to meet outside, etc.</li> <li>3. Have the employee sign that this has been done.</li> </ol>	
<b>Fire Safety</b>	<ol style="list-style-type: none"> <li>1. Show the employee where the fire extinguishers are.</li> <li>2. Show the employee where the fire pull stations are.</li> </ol>	
<b>Risk Management Policy</b>	Review this policy with your new employee.	
<b>How to Report an Injury</b>	Review with the employee the process to report an injury if they get hurt on the job.	
<b>First Aid Kit Information</b>	Review with the employee where you keep the department's first aid kit.	
<b>Security Guidelines</b>	Review with the employee what the department Security rules are and emphasize that they must be followed.	
<b>Emergency Procedures</b>	What are the department guidelines when an emergency occurs? Review with your employee - who to call, what to do, how to report an unsafe act, condition or situation.	
<b>Individual Job Hazard Awareness</b>	Review with the employee what the potential hazards of the job may include.	
<b>Ergonomic Assistance</b>	Let employees know there is ergonomic assistance available through Risk Management.	
<b>Driving Safety Information</b>	Review with staff the department rules on driving such as cell phone use; valid license to drive County vehicle; insurance information; guidelines for vehicle problems when driving alone out of town on County business.	
<b>**Include other department safety and security policies in this review as appropriate</b>		

<b>Employee:</b>	<b>Date:</b>
<b>Reviewer:</b>	<b>Date:</b>

**Return a Copy of this completed form to Human Resources within one month of the employee beginning employment with Yuma County.**