

Appendix A

Van Buren County, AR Employee Health and Safety Orientation Checklist

Employee: _____ Hire date: _____

Department: _____ Job Title: _____

Check all that apply

- Review Employee Health and Safety Handbook Date _____
- Tour of facility/work location Date _____
- Evacuation Plans Date _____
- Fire Prevention Date _____
- Hazard Communication Date _____
- Hazardous Weather Awareness/Precautions Date _____
- Safe Driving Date _____
- Slips, Trips and Falls Date _____
- Proper Lifting/Back Injuries Date _____
- Electrical Safety/Lock Out - Tag Out Date _____
- Office Safety Date _____
- Violence in the Workplace/Active Shooter Date _____
- Ladder/Stair Safety Date _____
- Ergonomics Date _____
- Job Specific Safety Date _____

When all are completed indicate by signatures below.

Employee: _____ Date _____

VBC Safety Coordinator _____ Date _____