

OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENTAL UNIT OF HOSPITAL TELUK INTAN

New Employee Safety Orientation Form

Employee Name:	Date hired:	Orientation date:
Job Title:	Unit Name:	
check one: <input type="checkbox"/> New employee <input type="checkbox"/> Transfer <input type="checkbox"/> Contractor <input type="checkbox"/> Part time <input type="checkbox"/> Student		
check one: <input type="checkbox"/> Preplacement Examination <input type="checkbox"/> Montoux Test <input type="checkbox"/> Hep B/C/HIV <input type="checkbox"/> Kospen Plus <input type="checkbox"/>		

Check items covered:

- Total Safety Program
 - o Safety committee, safety meetings, names of safety committee representatives
 - o Safety policies and procedures
 - o Hazard notification procedure
 - o Environmental Health & Safety Coordinator
- Accident Reporting
 - o Report all accidents to supervisor immediately
 - o Ensure that supervisor completes Injury Illness Report Form for all accidents
- First Aid
 - o Names of first aid trained employees
 - o Location of first aid kits
 - o Location of other emergency equipment (eyewash, showers)
 - o How to summon medical aid
- Emergency Action Plan
 - o What to do in the event of fire, chemical spill and other emergencies
 - o Building evacuation procedures
 - o Location of exits, evacuation routes, and designated evacuation location
 - o Location of fire alarm pull stations and fire extinguishers
 - o How to summon emergency aid
- Personal Work Habits
 - o Proper lifting techniques
 - o Office ergonomics
 - o Good housekeeping
 - o Avoiding slips and falls
 - o Indoor air quality policy
 - o Smoking policy
- Potential Hazards on the Job
 - o Identification of job specific hazards and how to minimize hazards
 - o Assigned Personal Protective Equipment – care, use, limitations
- On the Job Training (list)
 - o Equipment specific training: _____
 - o Task training: _____
 - o Regulatory training: _____

I instructed the employee on the items checked (Head of Department)	Signature:	Date:
I received training on the items checked Employee name:	Signature:	Date: