## Re-Hire Safety Onboarding Checklist

Management shall ensure that all employees are trained, including:

* 1. **Temporary employees** and
  2. **Employees reassigned from other locations** are instructed in the hazards of their job, the safety policy, their rights and responsibilities, reporting unsafe conditions and the safety procedures protecting them.
  3. Newly hired employees shall be instructed as follows:

THIS SAFETY TRAINING MUST BE ACCOMPLISHED BEFORE EMPLOYEE ALLOWED TO WORK UNESCORTED IN OR OFF THE FACILITY.

**EMPLOYEES NAME: DATE:**

**EMPLOYEES SIGNATURE:**

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| **ADMINISTRATIVE SAFETY TRAINING COURSES** | **TRAINING METHOD** | **COMPLETED** |
| Review Job Description and physical demands | Job Description review |  |
| Safety & Health Policy | Employee Safety Handbook |  |
| Injury & Illness Prevention Program | Employee Safety Handbook |  |
| Code of Safe Practices and Injuries | Employee Safety Handbook |  |
| Exposure Control Plan | Policy Review |  |
| Daily Health Assessment Check | Form Review |  |
| General Social Distancing Protocols | Form Review |  |
| Health & Wellness Training | Safety Tip Review |  |

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| **DEPARTMENT SAFETY TRAINING COURSES** | **TRAINING METHOD** | **COMPLETED** |
| Personal Protective Equipment Requirements | PPE Form Review |  |
| Daily Cleaning and Disinfection Protocols | Form Review |  |
| Department JSAs, SOPs, best practices | Policy Review |  |
| Department Social Distancing Protocols | Form Review |  |
| General Hygiene Protocols | Safety Training Review |  |

**MANAGER’S NAME:**

**MANAGER’S SIGNATURE:**

**Date**

*\*\*Maintain a copy of this completed checklist in the Employee’s file*