

New Hire Orientation

New Hire Full Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Branch:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_

Trainer: \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Orientation Training Initial right column topics trained via orientation program Initial** Y N N/A

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| 1. Safety Responsibilities – Company Commitment to YOU. Everyone Working Together as a TEAM
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| 1. Your Responsibilities – Working in a safe manner; adherence to PSG's policies and procedures.
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| 1. Employee Safety Rules – Conduct Expectations
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| 1. Drugs & Alcohol – Zero Tolerance
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| 1. Violence & Weapons Prohibited Conduct Expectations
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| 1. Housekeeping – Areas to Remain Clear of Obstructions
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| 1. Reporting of Injuries & Your Responsibilities
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| 1. Glove usage
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| 1. Eye Safety
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| 1. Fire Emergency
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| 1. Tool Safety
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| 1. Emergency Exit Procedures
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| 1. Ladder Safety
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| 1. LOTO Requirements
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| 1. Electrical Safety-Qualified Electrician
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| 1. Slips, Trips, and Falls
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| 1. Fall Protection
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| 1. Scissor Lift and Forklift usage
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| 1. GHS & SDS location- sdsbinderworks.com User:PSG Pass: Carolina
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| 1. Driving Expectations
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| 1. JHA Usage
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| 1. Reward-Discipline program
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**ISSUED Personal Protective Equipment (PPE) Initial** Y N N/A

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| Hard Hat  |  |
| High Impact Safety Glasses  |  |
| DOT Reflective Vest |  |
| Cut Resistant Rated Gloves |  |
| Ear canal plugs |  |
| Harness and SRD**Documents Received Initial** |  |

**ISSUED Personal Protective Equipment (PPE)**

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| 1. PSG EHS Manual (on phone) |  |
| 2. SDS Location (on phone) |  |
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My initials and signature acknowledges that I have received Orientation Training, Issued Protective Equipment and documents accordingly.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Signed:\_\_\_\_\_\_\_\_\_\_\_**