

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

**ISSUED Personal Protective Equipment (PPE) Initial** Y N N/A

|  |  |
| --- | --- |
| 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)**

|  |  |
| --- | --- |
| 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:\_\_\_\_\_\_\_\_\_\_\_**