

**COUNTY OF SAN LUIS OBISPO
NEW EMPLOYEE SAFETY RESPONSIBILITIES CHECKLIST**

"It is the policy of the Board of Supervisors to establish guidelines for the maintenance of an ongoing Occupational Injury and Illness Prevention Program in compliance with the California Code of Regulations. This is accomplished through safety and health inspections, accident investigations and employee training. Response to safety concerns will be given the highest priority at every level of the county."

EMPLOYEE NAME: _____ SSN: _____
DEPARTMENT: _____ DIVISION: _____
JOB CLASSIFICATION: _____ HIRE DATE: _____

(Supervisor: Please review this with new employee(s) and check the box as you complete each item).

- Know what to do in an emergency.** Explain the fire and emergency evacuation procedures. Tell employees what the fire alarm sounds like. Walk them through the exit route and show them where to assemble outside.

- Report accidents promptly.** Let employees know they are to report any occupational injury, illness, or vehicle accident to you immediately. Point out the locations of the first aid kit and CPR trained personnel.

- Know the location of the County's Occupational Injury and Illness Prevention Program (Green Binder).** Tell employees the location of the IIPP Binder, where there are detailed safety procedures, and they have access to it at all times.

- Follow established rules, procedures, and safety signs.** Emphasize the County's commitment to safety and point out that safe work practices will be enforced.

- Wear required personal protective equipment (PPE).** Go over the PPE that is required and the hazards the protective equipment will protect against. Explain what is expected: Wear it right. Wear it every time.

- Handle hazardous materials according to instructions.** Discuss substances employees use, go over labels and Material Safety Data Sheets (MSDSs). Describe safe handling procedures, PPE and where the MSDSs are located. Point out emergency showers and eye wash stations.

- Operate equipment correctly.** Tell employees they should only use equipment or machines for which they have been trained. Instructions should be followed, including no jewelry around moving machinery parts and exact compliance with lockout/tagout procedures. Point of Operation guards are to remain in place.

- Follow ergonomic guidelines to set up your workstation to fit you.** Show employees how to adjust the chair, keyboard and monitor to be comfortable. Promote task variety and keying rest breaks.

- Remove, repair, or report safety hazards right away.** Emphasize everyone has personal responsibility to correct safety problems.

- Contribute to work area safety.** Communicate your expectations that individual work areas be kept neat and clean, and that all employees help keep common areas free from clutter and minimize overhead storage.

- Take training seriously.** Inform employees that safety training is an important, ongoing process.

Trained Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Distribution: Original- Personnel File Duplicate: Department File