



# JOB KICK-OFF

Today's Date: \_\_\_\_\_

Disclaimer: This publication is designed to provide accurate and authoritative information in regard to the subject matter covered. However, it is to be used for reference purposes only and is not intended to cover all aspects of the topic presented.

So you're the new employee - or maybe you're an experienced worker starting at a new site. Statistics tell us that over 40% of work-related injuries come from employees on the job for less than a year. How will you protect yourself?

Before you go to work on this site, here are some things to know:

## First Aid & Emergency

First aid supplies are located: \_\_\_\_\_

Name of individual certified to perform first aid: \_\_\_\_\_

If you are injured on the job, call: \_\_\_\_\_ at this number \_\_\_\_\_

If there is an emergency evacuation, we will meet here: \_\_\_\_\_

## Housekeeping & Sanitation

Are there any materials which must be disposed of in a special manner?  YES  NO

What are the procedures for daily cleanup? \_\_\_\_\_

Where is the drinking water located? \_\_\_\_\_

## Personal Protective Equipment

Are hard hats required at this work site?  YES  NO

What other kinds of personal protective equipment are needed? \_\_\_\_\_

## Hazcom

Material Safety Data Sheets are kept: \_\_\_\_\_

As a new - or seasoned – employee, there are many safety topics that you need to think about. Some other subjects that may be of particular importance on your job are: working around cranes and heavy equipment; excavations and trenching; motor vehicles; scaffolds; fall protection; and electricity.

As the new guy on the block there is a lot of information that you need to comprehend. If you have a question – ASK.

**Attended By:** \_\_\_\_\_

