



Staff Safety Orientation Checklist

Your staff is an extremely important asset that must be protected from injury in order to maintain your effective operations, control your insurance costs, ensure positive morale and because no one wants their staff, youth or clients to get hurt. A safe staff provides safe programs and helps create a culture of safety throughout the organization. A safety culture helps the organization provide its mission effectively and efficiently.

Training and Orientation:

Training is an essential part to preventing injuries and promoting staff safety. An initial safety orientation sets the groundwork for future training and safe practices. Ongoing position-specific training ensures that safety remains a priority for staff and they can perform their duties effectively. Supervisors should be trained on both their position-specific safety duties as well as how to encourage others to follow practices and procedures. Supervisors need to nurture the organization's safety culture through regular support, recognition and even behavior modification when appropriate.

An initial safety orientation for all staff should include at least the following topics:

- Purpose of safety procedures
- Safety policies and programs
- General safety rules
- Reporting procedures
- Emergency Procedures
- Location of exits and evacuation plans
- Safe work clothing, shoes, dress code
- Importance of housekeeping – safety is everyone's job
- Federal OSHA
 - Bloodborne Pathogen Standards; Universal Precautions
 - Hazard Communication Program; Right to know
 - Material Safety Data Sheets (MSDS)
 - Lockout-Tagout Procedures
 - Workplace Violence Prevention
- Workplace ergonomics; safe working area
- Proper lifting procedures and back injury prevention
- Vehicle safety; policy for use of personal vehicles
- Policy for prevention of harassment in the workplace
- Child abuse prevention training
- Dealing with difficult/problematic patrons, guests, parents
- Additional local, state or organizational requirements