Check off each item as it is discussed or completed with the student employee. Mark NA for any items not relevant to the employees work tasks.

☐ Provided access to OSU CFAES Safety Program. https://cfaessafety.osu.edu/

☐ Orientated on the Emergency Action Plan for the location or emergency procedures in the field.


☐ Shown how and where to access Safety Data Sheets and safety manuals.

☐ Orientated on how to properly read and understand printed instructions.
  ______ Safety Data Sheets ______ product labels ______ safety manuals ______ signage

☐ Instructed on EPA Worker Protection Standards. ______ Worker ______ Handler

☐ Given a review of proper lifting and carrying precautions in order to prevent neck, back, shoulder injuries.

☐ Given a review of any electrical safety protocols:
  ______ Breaker Boxes ______ Wiring ______ Outlets ______ Other ____________________

☐ Reviewed on equipment hazards and warning labels:
  ______ Wrap Points ______ Cut Points ______ Pinch Points ______ Crush Points ______ Burns
  ______ Stored Energy ______ Thrown Objects ______ Free Wheeling Parts

☐ Reviewed on proper operation of large machinery and provided operational instruction:
  ______ Tractors ______ ROPS ______ Skid Loader ______ PTO Mowers ______ Wagons ______
  Combine ______ Other ____________________

☐ Given a review and instruction on proper operation of smaller equipment:
  ______ Lawn Mower ______ Zero Turn Mower ______ Utility Type Vehicle ______ Lifts (ariel / platform)
  ______ Other ____________________________ ________________________________

☐ Given a review and demonstration of proper use of hand operated power equipment:
  ______ Chainsaw ______ String Trimer ______ Table Saw ______ Drills ______ Pneumatic Equipment
  ______ Other ____________________________ ________________________________

☐ Given instruction on safe ladder use and/or fall protection.

☐ Trained on the symptoms of heat related illness – and to report it immediately for yourself or others.

☐ Trained on appropriate fire prevention and fire safety protocol.

☐ Given a demonstration / has access and knows how to use an eye wash station / safety shower.
Shown where to locate a first aid kit and how to properly use its contents.

Instructed on sun safety and/or use of sun screen.

Trained on when and how to access emergency numbers:

- 911
- Poison Control
- Medical Care
- Supervisor

Given personal protective equipment (PPE) and trained on how to use and care for it. PPE required for this job: [Link to PPE requirements]

- Safety Glasses
- Hearing Protection
- Dust mask / N95 / Respirator
- Gloves: Type
- Other
- Other

Shown proper process for reporting damaged or faulty equipment.

Given a review on animal safety practices: [Link to animal safety review]

- Moving animal from one area to another
- Proper lead rope, bridle, saddle cinching techniques
- Prevention and reporting of needle stick injuries
- Potential exposure to animal borne (zoonotic) illness
- Fight/flight zones
- Other

Additional formal training required to do his/her job such as handling of sharps, forklift operation etc….

Initial training given:

Additional Notes:

SAFETY ORIENTATION
The signatures below document that the above orientation was completed on the date below. Both parties accept responsibility for keeping our workplace safe and healthful.

(Employee): ______________________ (Date): ____________

(Supervisor): ______________________ (Date): ____________