

Workplace Safety Checklist

If employees have been away from the workplace for an extended period of time, they are essentially ‘new’ employees upon their return. In the best of circumstances, a returning worker may find themselves in vaguely unfamiliar surroundings, perhaps with new job requirements or a new set of hazards to watch for. Even a veteran employee needs to be oriented—or re-oriented—to the basic safety considerations.

Providing refresher-level orientation is a critical step to keep your workers apprised of standard policies and procedures. Items to consider include:

	COMPLETED	DATE
Major Hazard Areas		
Mobile Equipment Traffic		
Overhead Hazards		
Electrical Hazards		
Toxic Gasses and Fumes		
Airborne Contaminants		
Potential Slip/Trip/Fall Hazards		
Falls from Elevation		
Critical Safety Rules		
Manual Material Handling/Safe Lifting		
OSHA-Required Training		
Employee Emergency Plans/Evacuation Plans		
PPE Requirements (Selection, Inspection, Use, and Storage)		
Confined Space Entry		
Control of Hazardous Energy (Lockout/Tagout)		
Hazard Communication		
Electrical Safety-Related Work Practices		
Company Policies		
Injury & Illness Reporting Including First Aid Procedures		
Cleanup and Housekeeping Responsibilities		
Distancing, Hygiene, and Other Measures to Minimize Spread of Contagions		