Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Trainer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hire Date: \_\_\_\_\_\_\_\_\_

1. Explain safety program. Including:

* Orientation: on the job training
* Safety meetings: accident investigation and reporting; disciplinary action procedures

1. Use all personal protective equipment (PPE) required. Drink plenty of water especially from May 1 to Sept 30, stay hydrated.
2. Know the line of communication and responsibility.
3. General overview of operation, procedures, methods and hazards as they relate to the specific job and duties. Lift with your legs, not your back, and or get help!
4. Pertinent safety rules of the District displayed on bulletin boards and identified in Safety Manual located in Building’s Offices.
5. Know locations of First Aid supplies, Fire extinguishers, equipment and training.
6. Emergency plan, Dial 9 first on district phones and then 911. So it’s **9-911.**
7. Promptly report all accidents and or injuries to your supervisor, received first aid, and fill out required accident report forms from your supervisor. Prior to seeing a Doctor you will need a claim number from Workers Compensation Trust at OESD 114.
8. Know the location of the MSDS and AHERA books.

* Material Safety Data Sheets
* Asbestos Hazard Emergency Response Act

1. No alcohol, tobacco products or firearms on school property.
2. Disciplinary procedures related to:

* Job performance- Job description, Evaluation
* Unacceptable actions- fighting or horseplay, not following safety rules or using PPE’s

I have received and do accept the above information:

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Employee Signature Date

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Safety Trainer Signature Date