

# EMPLOYEE ORIENTATION CHECKLIST

<b>Company:</b>		<b>Employee:</b>	
<b>Trainer:</b>		<b>Hire Date:</b>	
<b>Date:</b>		<b>Position:</b>	

This checklist is a guide for conducting orientations and advising new employees on **insert your company's** requirements. Once completed and signed, it serves as a documented record that orientation has been completed and processes have been explained.

#	Requirement	Date	Initials
1.	Explain the company's safety program, including:		
1.1	The orientation.		
1.2	On-the-job training.		
1.3	Safety meetings.		
1.	Investigations.		
1.	Instructions.		

**SAMPLE**



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