



Department Safety Checklist

Employee Name:	Date:
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Instructions: Departments should revise this document to reflect the safety conditions relevant to their employees. Items can be added, deleted, or marked NA based on relevance. All employees who are new to a department should be walked through a safety orientation, using the department's modified safety checklist. Each item is to be discussed so the new employee understands the unique aspects of their department's hazards, their expectations and requirements, and employee questions about safety are answered. Fully complete this form by checking each box after completion and file it within the department HR file.

Online Safety Courses, Trainings, and County Safety Documents

Employee has completed all Safety and Emergency courses assigned in Bridge and agrees to follow County procedures and recommendations covered in these courses.	
Employee reviewed all documents referenced in the Bridge Safety and Emergency courses including: WC Workplace Safety Program, Fire Prevention Plan, Guide to Workers Compensation, and the Workplace Violence Policy	

Emergency Planning

Employee was made aware of the Department Emergency Responders & Safety Reps.	
Employee was given the Department Emergency Action Plan (DEAP) and notified of what to do in an emergency.	
The locations of fire alarm pull stations, fire extinguishers, first aid kits, eye-wash stations, earthquake kits, lockdown locations, shutoff switches, etc. were visually identified.	
Employee was told the possible causes for evacuation within the department such as: Fire, smoke, chemical spill, dangerous person or situation, or hazard from neighboring businesses. Employee was walked to the designated meeting sites.	

Slip, Trip, Fall Prevention

Employee was made aware of any slip, trip, fall hazards specific to their department and ways to prevent slips, trips or falls such as where to find step ladders, housekeeping, etc.	
If applicable, employee received information regarding the fall protection program for working at heights.	

Ergonomics

Employee was informed that ergonomic evaluations or equipment may be available upon request by notifying their HR Rep, Supervisor, or Risk Management.	
Employee was trained on proper lifting/moving of large or awkward objects, including asking for help and where to find tools like a handcart.	

Chemicals

Employee was instructed on the location of Safety Data Sheets for chemicals in the area, storage of the chemicals, labels for containers, and where to obtain personal protective equipment.	
Employee was instructed on the handling and use of chemicals, including flammable materials.	

Personal Protective Equipment (PPE)

Employee was instructed on the areas and the tasks that require PPE.	
Information for each type of PPE that will be used was provided, such as its limitations, proper cleaning, use, storage, and replacement procedures.	
If applicable, employee is trained on the hearing conservation program and/or the respiratory compliance program and completed the required medical testing.	

Tool, Machine, and Equipment Safety

Employee was instructed on the proper use of all tools, machines, and equipment that they will be using (ie. proper techniques, use of machine guards, and how to clear jams).	
Employee was instructed how to stay safe around equipment (ie. not climbing over/under, not reaching into energized tools or equipment, keeping hands, body parts, loose clothing, hair away from moving parts or pinch points of equipment, making sure badge holders are a break-away type, etc.).	
Employee was notified of their responsibilities in the case that equipment is not working properly or is dangerous (ie. how to stop equipment in an emergency, disconnecting equipment from power, placing a sign on equipment so others will not use it, how to dispose of broken tools, and reporting needs to management)	
Employee was trained on lockout/tagout based on the employee's level of involvement.	

PIT - Powered Industrial Truck Awareness (forklifts, lifts, cranes, etc.)

Employee was shown powered industrial truck operational areas and instructed on awareness in these areas.	
Employee has presented certification to operate PITs or is in the process of obtaining their certification through proper training and has agreed to not operating PITs prior to certificate completion.	
Employee has agreed to follow all PIT procedures at all times including refueling or recharging procedures.	
Employee was provided with inspection worksheets and notified of where to file them.	

Other/ Department Specific Items

If applicable, Bloodborne Pathogen training has been completed and documented. Employee has agreed to practicing Universal Precautions.	
If employee will be driving on County business, the requirements of the Driver Policy are completed. This includes the departments directives on the use of electronic or communication devices while driving.	
Employee is notified where to find forms to report incidents and claims, the requirements around reporting (ie. reporting on the same shift that they occurred), and what to do with completed reports.	
Per department requirements, trainings for de-escalation, self-defense, or other safety topics have been scheduled.	
Employee has been notified of additional department safety rules.	

I acknowledge that I have received training on the above topics and have had the opportunity to ask questions regarding my rights and responsibilities for safety in the workplace. I agree to abide by the safety policies/procedures/standards established by Federal and State law, Washoe County, and my department.

Employee Signature and Date:

I acknowledge that I have provided the training as indicated above to allow the referenced employee to perform their job tasks in a safe and healthy manner.

Employer Representative Printed Name, Signature, and Date: