



## NEW-HIRE SAFETY ORIENTATION CHECKLIST



New Hire:

Please fill in the form, checking each item as it is covered in your orientation.

After filling in the form, email it as an attachment to [jmorgan@hoganconstruction.com](mailto:jmorgan@hoganconstruction.com)

Alternatively, print the document and delivery to Human Resources in our Centerville office.

NEW HIRE NAME (PRINTED)

HIRE DATE

PROJECT

PROJECT FOREMAN

Emergency Plans, First Aid  
Supplies (Location and Uses)

Accident Procedures (Stabilize,  
Report, Hospital/Clinic  
Locations)

Safety Policy Statement (Each  
Employee has Responsibility for  
Safety)

Safety Requirements and  
Guidelines (Project Safety Binder  
Review)

Avoiding Common Injuries on  
Hogan Projects (Back Strains,  
Hand Injuries, Eye Injuries, etc.)

First aid is voluntary.

HAZCOM: Hazardous  
Communication Program  
(SDS: Safety Data Sheets)

Ladder Safety Training.

Fall Protection Introduction  
(Scaffolding, Aerial Lifts, Roofs,  
Steel Erection, Leading Edges,  
etc.)

Respirator Program Introduction  
(N95 Disposable Respirators, Half-  
and Full-Face Respirators)

PPE - Personal Protective  
Equipment (Hard Hats, Safety  
Glasses, Gloves, High-vis Vests,  
etc.)

Safety Training Certification  
Card Required for: Aerial Lifts,  
Fall Protection (including roof  
edges and holes), Steel Erection,  
Scaffolding, Heavy Equipment  
(Backhoes, Skid Steer Loaders,  
All Terrain Forklifts, Warehouse  
Forklifts), Trenches Over 5-ft  
Deep, Rigging, Lock-Out  
Tag-Out, Confined Space Entry,  
Sand Blasting, Half- and Full-  
Face Respirators, etc.

Use of Company Tools (Power  
Tools, Extension Cords, Cutting  
Torch, Generators, Welders, etc.)

New-Hire–Foreman Safety  
Program (30-, 60-, 90-Day  
Rewards)

Other Safety Incentive Programs  
(Level-Up and SEAS Awards)

Weekly Safety Meetings,  
Discipline, Work Place Violence,  
Sexual and Other Harassments)

Subcontractor Safety  
(Requirements, Discipline, etc.)

Drug Free Workplace, Trailer  
Posters (EEO, FMLA, ADA, OSHA,  
Work Comp Info, etc.)

I have been given training on the above information. I understand and agree to follow all of Hogan's safety rules and guidelines. I understand the Safety Manual and SDS sheets are always available for my review. I have received training on the above listed items and agree to follow my training. (Typing your name in the box constitutes an electronic signature.)

EMPLOYEE SIGNATURE

DATE



UPDATED 20 MAY 2020