

**DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT**

## NEW EMPLOYEE SAFETY ORIENTATION CHECKLIST

Employee Name:	Job Title:
Supervisor:	

**Instructions:** This checklist is designed to guide supervisors in providing employee safety orientation to new employees and volunteers. Applicable safety training and orientation should be indicated by supervisor and employee initials and date. Additional specialized training may be required for some employees. Refer to the training matrix guide Chapter 2, in the [BLM Handbook 1112-2, Safety and Health for Field Operations](#). Consult with local safety manager or state safety manager to receive specific policy or additional guidance.

<b>Guides and Information</b>	<b>Completed</b>	<b>Not Applicable</b>	<b>Date</b>
Provide employee with:			
BLM Manual Handbook 1112-2, "Safety for Field Required Operations"			
Local Safety Policy/Safety Plan <a href="http://afshome/afs/internal/safety/safety.php">http://afshome/afs/internal/safety/safety.php</a>			
Contact information for local Safety Manager, Supervisor, and emergency contact numbers			
Local Safety Bulletin Boards, Safety Library and Safety website/shared document site <a href="http://afshome/afs/internal/safety/safety.php">http://afshome/afs/internal/safety/safety.php</a>			
Emergency Evacuation Plan and Procedures/COOP /Occupant Emergency Plan <a href="http://afshome/afs/internal/safety/safety.php">http://afshome/afs/internal/safety/safety.php</a>			
Fire Prevention Plan, location of fire protection equipment and responsibility of employees <a href="http://afshome/afs/internal/safety/safety.php">http://afshome/afs/internal/safety/safety.php</a>			
Security procedures & workplace violence awareness for office/field and specific local known hazards <a href="http://afshome/afs/internal/safety/safety.php">http://afshome/afs/internal/safety/safety.php</a>			
Local Check-In/Check-Out Procedures			
<a href="#">Employee safety rights and responsibilities</a>			
Procedures for reporting unsafe or unhealthful working conditions: <a href="#">chapter 25, BLM Handbook 1112-2</a> <a href="#">Employee Report of Unsafe/Unhealthful Condition, BLM form 1112-4</a> <a href="#">SAFENET (Fire only)</a>			
Location of local medical facilities and procedures to obtain treatment			
Accident Reporting Procedures:			

Personal Injury Reporting Requirements CA-1, CA-2, CA-16 Property Damage reporting Requirements: SF-91, SF-94 <a href="#">DOI SMIS accident report</a>			
Risk Management Training (on-line) <a href="https://doilearn.doi.gov/">https://doilearn.doi.gov/</a>			
Completed Risk Assessment <a href="#">BLM Risk Assessment Library</a>			
<b>Training Guideline</b> Ensure employee completes training:	<b>Completed</b>	<b>Not Applicable</b>	<b>Date</b>
Bloodborne Pathogens (consider exposure risks)			
Employee Right-to Know/Hazard Communication: Provide employee with specialized training for any chemical use/exposure <a href="#">OSHA Hazard Communication</a>			
First Responder Awareness "Close Encounters" hazardous material awareness			
<b>Other Specialized Training as determined by Risk Assessment and local/Specialized training as needed (example: bear safety, borderlands safety...)</b>	<b>Completed</b>	<b>Not Applicable</b>	<b>Date</b>
First Aid/CPR/AED			
Chainsaw Use			
<b>Motor Vehicle/Equipment Use</b> Provide Employee with Training and/or Policy	<b>Completed</b>	<b>Not Applicable</b>	<b>Date</b>
<a href="#">Authorization to use government vehicles. BLM Form 1112-11</a>			
Vehicle Inspection worksheet ( <a href="#">insert your link here</a> ) <a href="#">chapter 12, Fleet Management Guidebook, G-1525-1</a>			
Mandatory seatbelt use policy <a href="#">chapter 4, BLM Handbook 1112-2</a>			
Commercial Drivers License Requirements			
Driver Improvement Training			
Driver Duty Limitations <a href="#">chapter 4, BLM Handbook 1112-2</a>			
<a href="#">Distracted driving</a>			
Vehicle Accident Reporting SF-91 SF-94 <a href="#">DOI SMIS accident report</a>			
Specialized training required for:			
Four Wheel Drive			
ATV/UTV/Motorcycle			
Forklift			
Heavy Equipment (specific equipment requirements)			
Trailer Towing			
Motorboat			

Snowmobile			
<b>Safety Discussion Topics</b> Brief employee on these topics as required by risk assessment. Specific duties may require formal training	<b>Completed</b>	<b>Not Applicable</b>	<b>Date</b>
Hazards of job tasks and work areas, and proper safety procedures			
<b>OSHA Standards and Guidance for Specific Job and Workplace</b>	<b>Completed</b>	<b>Not Applicable</b>	<b>Date</b>
PPE that will be needed and how to use <a href="#">chapter 8, BLM Handbook 1112-2</a> or <a href="#">OSHA Personal Protective Equipment</a>			
Confined Space Awareness & Recognition <a href="#">chapter 27, BLM Handbook 1112-2</a> or <a href="#">OSHA Permit-required confined spaces</a>			
Lock out/Tag out <a href="#">chapter 13, BLM Handbook 1112-2</a> or <a href="#">OSHA Control of Hazardous Energy</a>			
<b>Occupational Health Program</b>	<b>Completed</b>	<b>Not Applicable</b>	<b>Date</b>
Hearing Protection Plan <a href="#">chapter 7, BLM Handbook 1112-2</a> or <a href="#">OSHA Hearing Conservation</a>			
Respiratory Protection <a href="#">chapter 12, BLM Handbook 1112-2</a> or <a href="#">OSHA Respiratory Protection</a>			
Manual Lifting Guidance <a href="#">chapter 11, BLM Handbook 1112-2</a>			
Ergonomics <a href="#">chapter 7, BLM Handbook 1112-2</a>			
Employee's Signature and Date	Supervisor's Signature and Date		

For additional information please refer to the New Employee Orientation Handbook  
(Provide additional links here as needed)