

New Employee Health and Safety Orientation Skills Test

Employee Name:	Department:	Shift:	
Employer Representative:	Date:	Start Date:	
Skills Testing	Date Completed	Pass/Fail	Trainer's Initials
Demonstrates proper way to use utility knife.			
Demonstrates proper lifing technique.			
Demonstrates hands-on use of material-handling devices in work area.			
Identifies required general workplace personal protective equipment.			
Demonstrates the proper technique to lockout/tagout a piece of equipment.			
Identifies the proper extension to call in an emergency and identifies the first responder in the area.			
Identifies the location of material safety data sheet binder and how to read an MSDS.			
Identifies three potential fall hazards in the workplace.			
Identifies the emergency evacuation route and the designated assembly area. Identifies the secondary emergency evacuation route.			
Identifies permissible workplace fork truck areas.			
Identifies two emergency stops or line stops on workplace equipment.			
Describes the workplace incident reporting procedure and near-miss reporting procedure.			

Employee Signature

Date

