

Safety Orientation Checklist
Accidents Hurt! Safety Doesn't! Do Your Part!

The following information has been established as a set of guidelines and should not be considered all-inclusive. You are also expected to comply with all other governing safety codes. Violations are subject to disciplinary actions including termination. The following topics have been explained to the undersigned employee. Each employee has been given an opportunity to openly discuss these items prior to working on-site. This is NOT a "pencil whipping exercise"; it is intended to layout the expectations for ALL individuals working on site PRIOR to individuals starting to work on site.

1. **ALL unsafe acts, conditions, behaviors, and near misses must be immediately reported to ALP Inc.**
2. **All workers will be paid only for hours worked!**
3. Accident Reports: All accidents and near misses must be reported to the designated Safety Officer/Coordinator, regardless of severity of injury.
4. Material Safety Data Sheets (MSDS): Location of, and availability of information, will be kept at each office and customer must have one available. It is the employee's responsibilities to ask/know the location.
5. Radios, CD players, MP3 players, DVD players, and other entertainment pieces are not allowed on all job-sites.
6. Evacuation procedures: Each job site has an evacuation procedure available. If not contact the site supervisor. "It's the employee's responsibility to know this procedure."
7. No smoking in building. A "NO SMOKING POLICY" will be in effect while on site. Smoking areas are 20ft from job site.
8. Security of personal tools, equipment, and supplies will be the responsibility of each employee.
9. Hard Hats: 100% of the time while on job site, unless otherwise permitted by ALP inc. staff member.
10. Approved Safety Glasses: 100% of the time. Z87, prescription safety glasses must have side shields, unless otherwise permitted by ALP Inc staff member.
11. Shirts: Minimum of a T-Shirt with a 4 inch sleeve, measured from shirt sleeve seam. No offensive language, logos, or pictures.
12. Pants: Long pants in good condition. No short pants, large holes over 1" or cut offs allowed.
13. Sturdy Work Boots/ Steel Toe Boots are required on all Construction, trades.
14. Sexual Harassment, horseplay, intimidation, violence, and/or threats will NOT BE TOLERATED!
15. Absolutely NO alcohol, illegal drugs, illegal or unauthorized substances, firearms, or ammunition allowed on work site.
16. Any New Employee and Current Employee under the care of a Medical Physician and prescribed w/ medication that would impair their judgment/ abilities in a work environment. Need to give American Labor Pool Inc a statement from doctor authorizing you to work under prescribed medication.
17. Safety Meetings: To be conducted weekly by the Safety Officer/Coordinator.
18. Personal cell phones are to be used during break only.
19. Daily Sign out: All Personal Protective Equipment "PPE" that you use for job assignment and need to be returned at end of day.
20. Report to designated office to sign in and read daily safety topic for the day.
21. VIOLATIONS WILL NOT BE TOLERATED AND ARE SUBJECT TO DISCIPLINARY ACTIONS UP TO, AND INCLUDING IMMEDIATE TERMINATION.

I have received employee orientation on above items and agree to abide by these rules. I also understand that this list is not all-inclusive and agree to follow all Federal, State and Local regulations to ensure safety on job site.

Employee name: (PRINT) _____ Employee signature: _____

Emergency Contact Name and Number: _____

American Labor Pool Inc, Representative: _____

Date: _____

A copy of this document will be maintained and filed in ALP Office.