

Employee Orientation

Orientation of a newly employed or newly assigned employee should be conducted on the first day of the relevant employee's employment or assignment. The orientation should provide an introduction to the company's policies and procedures and should include a thorough safety briefing. In order to acquaint the employee with the site and the hazards associated with working at that specific work location, the session should also include a work zone tour.

General employee orientation sessions will be conducted by business office personnel and specific-site sessions and tours will be conducted by the employee's supervisor.

A safety orientation checklist is provided to assist with the presentation.

Electric City, Inc.

Employment & Safety Orientation Check List

Project: _____ Date Hired/Assigned: _____

1. Accident Prevention Program:

Provide a review of the operations, procedures, methods and hazards related to this specific project. A "Pertinent Safety Rules" form should be completed and attached to this document.

2. Use and Care of Personal Protective Equipment:

- | | | |
|---|---|---|
| <input type="checkbox"/> Proper Clothing | <input type="checkbox"/> Eye & Face Protection | <input type="checkbox"/> Hardhat |
| <input type="checkbox"/> Suitable Footwear | <input type="checkbox"/> Arc Flash/Shock Protection | <input type="checkbox"/> Hearing Protection |
| <input type="checkbox"/> Respiratory Protection | <input type="checkbox"/> Protective Welding Equipment | <input type="checkbox"/> Hand Protection |

3. Personal Work Habits:

- | | | |
|---|---|---|
| <input type="checkbox"/> Disciplinary Policy | <input type="checkbox"/> Housekeeping practices | <input type="checkbox"/> Work schedule |
| <input type="checkbox"/> Substance Abuse Policy | <input type="checkbox"/> Proper lifting techniques | <input type="checkbox"/> Pay periods |
| <input type="checkbox"/> Tobacco Use Policy | <input type="checkbox"/> Equal Employment Opportunity | <input type="checkbox"/> Overtime work |
| <input type="checkbox"/> Proper conduct | <input type="checkbox"/> Anti-Discrimination Policy | <input type="checkbox"/> Heat-related Illness |

4. Accident/Injury Reporting Procedures:

- | | |
|--|---|
| <input type="checkbox"/> How and when to report an accident/injury "near miss" | <input type="checkbox"/> Modified-duty program |
| <input type="checkbox"/> To whom an accident/injury "near miss" should be reported | <input type="checkbox"/> Accident report filing |

5. First-aid: Location of facilities First-aid log Certified personnel

6. Emergency Preparedness Plan: Review written plan

7. Hazard Communication Program (SDS): Review program

8. Vehicle and Equipment Safety: Review Policy Proper use and maintenance
 Operator qualifications Accident and incident reporting procedures

9. Employee Responsibilities: Review Safety meeting schedule

The signature below documents that the appropriate elements of the company's safety program have been discussed to the satisfaction of the employee and the supervisor and that both individuals accept responsibility for maintaining a safe and healthful work environment.

Employee's Name

Position

Employee's Signature

Supervisor's Signature

Electric City, Inc.
Employment and Safety Orientation
Pertinent Safety Rules

A review and discussion of the _____
project "Pertinent Safety Rules" was included in the employee safety orientation presentation.
Acknowledgment of that process is indicated with an employee's and a supervisor's signature.

Acknowledgment: (Attendee Signature(s))

- 1. _____ Date: _____
- 2. _____ Date: _____
- 3. _____ Date: _____
- 4. _____ Date: _____
- 5. _____ Date: _____
- 6. _____ Date: _____
- 7. _____ Date: _____
- 8. _____ Date: _____
- 9. _____ Date: _____
- 10. _____ Date: _____

Supervisor's Signature: _____ Date: _____