



DEPARTMENT OF FIRE AND RESCUE SERVICES

	<h1>GENERAL ORDER</h1> <h2>150.11</h2>	
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Originating From	Issue Date	Revision Date	Attachments
Administration	2/05/2003	N/A	A

SUBJECT: Safety Orientation Checklist



APPLICABILITY: All Personnel

POLICY:

The Office of Risk Management has developed a Safety Orientation Checklist for New and Transferred Employees. Human Resources will distribute a Safety Information Packet during the employee's initial hiring orientation. This order is designed to identify who will conduct the required safety training for the new employee. The Checklist is designed to meet the OSHA required safety training before an employee completes their assigned tasks.

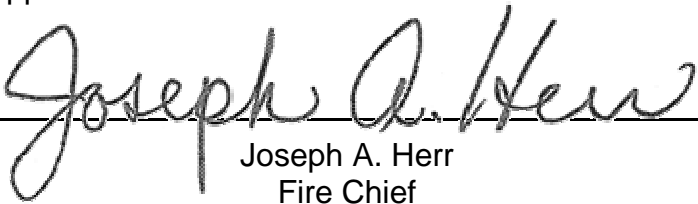
- 1 The Howard County Department of Fire and Rescue Services (DFRS) shall define the specific Bureaus or Divisions who will sign the required areas on the Safety Orientation Checklist. A completion Guide along with a copy of the Safety Orientation Checklist is attached (Attachment A).
- 2 The initials will be the immediate supervisor who instructed the training/policy.
- 3 The appropriate portions of the Safety Orientation Checklist shall be completed before the employee completes the Training Academy. The Station/Bureau officer shall complete the items identified as "Station Training", within one month of being assigned to a Station or Bureau. The employee shall not be allowed to perform assigned skills unless they have received the required training.
- 4 The form will be filed per the following procedures:
 - 4.1 Upon completion of all the required items, the checklist will be signed and dated per Risk Management's requirements. The form shall be completed prior to the employee's completion of the probationary period.
 - 4.2 The "White" copy will be given to the station supervisor and placed in the employee's station file.
 - 4.3 The "Yellow" copy will be given to the employee.
 - 4.4 The "Pink" copy will be sent to the Safety Officer for review and then returned to the Training Division for filing into the employee's "Training Records".

DEPARTMENT OF FIRE AND RESCUE SERVICES

 <p>HOWARD COUNTY FIRE & RESCUE SERVING PROTECT SERVE</p>	<h1>GENERAL ORDER</h1> <p>150.11</p>	
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- 4.5 It will be the responsibility of the individual to keep the packet in a secure location during their probationary period.

Approved:



Joseph A. Herr
Fire Chief

***SAFETY ORIENTATION CHECKLIST FOR
NEW AND TRANSFERRED EMPLOYEES
COMPLETION GUIDE***

**INITIALS REQUIRED BY THE FOLLOWING
DEPARTMENTS/BUREAUS**

<i>Required Safety Training</i>	<i>Initial Training</i> <i>(Completed during the Training Academy)</i>	<i>Station Training*</i> <i>(Completed by the Station Officer)</i>
Safety Policy Statement	Risk Management Safety Officer	
Safety Representative:	Safety Officer	
Work Habits:	Training Division	
Office Procedures:	Safety Officer	
No Smoking Policy:	Training Division	
Violence in the Workplace Policy:	Human Resources	
Central Fleet Policy and Procedure Manual:	Safety Division	
Emergency Procedures and Evacuation:	Safety Officer	Station Officer
Emergency Equipment:	Training Division	Station Officer
Vehicle Use Policy & Driver's Accident Report Kit:	Safety Officer Training Division	
Reporting Injuries/Illness:	Safety Officer	
Equipment, hazards, and tools:	Training Division	
Hearing Conservation Training:	Safety Officer	
Personal Protective Equipment (PPE) Training: ** ف Safety Glasses ف Safety Goggles ف Gloves ف Hearing Protection ف Face Shield ف Apron (See Hearing Conservation Training) ف Hand Protection ف Head Protection ف Foot Protection – Type required _____ (Howard County Policy and Procedure 300.31) ف Respirator - Type required - _____ (Complete Respiratory Protection Training requirements prior to issuing any type of respirator.)	Training Division	

List additional PPE required in performing the job: _____		
Bloodborne Pathogens Training:	Training Division	
Respiratory Protection Training:	Safety Officer Training Division	
Hazard Communication Training (Right-to-Know):	Safety Officer	Station Officer
Hazardous Chemicals, Wastes, and Spills:	Training Division	
Powered Industrial Truck Training:	Safety Officer	
Confined Space Entry Authorized Employee Training:	Training Division	
Excavations:	Training Division	
Asbestos 2-Hour Awareness Training: Overview	Safety Officer	
Flagger Certification:	N/A	
Laboratory Safety/Chemical Hygiene Plan Training:	N/A	
Radiation Safety Training:	Training Division	

- * - Station Training shall be completed with in one month of assignment in a fire station or bureau.
- Employee shall be trained before performing the specific job task.
- ** - Personnel assigned to the Special Operations team shall be trained to operate all equipment and PPE specific to the job required of these personnel.

SAFETY ORIENTATION CHECKLIST FOR NEW AND TRANSFERRED EMPLOYEES

Employee's Name (Print)

Date

Supervisor's Name (Print)

Department

Instructions: New employees, including employees assuming new job duties, must complete all applicable safety training before performing tasks. Supervisors shall discuss all applicable topics with employees. If the topic does not apply to the department indicate this by placing "NA" in the space provided for initials. After each applicable topic has been discussed with the employee and a clear understanding is realized, both the employee and the supervisor will initial the form. Once the form is completed and all applicable items have been discussed, the supervisor and the employee will sign and date the form. See distribution of copies below. Items preceded by an asterisk (*) have handouts in the Safety Orientation Folder.

Date	Employee Initials	Supervisor Initials
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*** Safety Policy Statement:** Provide a copy of the County Executive's Safety Policy Statement to the employee.

Safety Representative: Introduce the employee to your department/ office safety representative who is:

(Print Representative's Name) (Telephone Extension)

Work Habits: Discuss the importance of personal work habits to include proper lifting techniques and safe work procedures.

Office Procedures: Review office and storage safety procedures and practices.

*** No Smoking Policy:** Explain the Maryland Occupational Safety & Health & Howard County "No Smoking Policy." (COMAR 09.12.23)

Violence in the Workplace Policy: Violence in the work - place will not be tolerated. (Howard County Policy 300.59)

*** Central Fleet Policy and Procedure Manual:** Every employee operating any piece of county equipment or vehicle must read.

Date **Employee** **Supervisor**
 Initials **Initials**

Emergency Procedures and Evacuation: Discuss emergency evacuation procedures, routes, assembly points, communications, location of fire extinguishers, and identify the emergency telephone numbers to be called in case of an emergency. (29 CFR 1910.35 – 1910.38 & 29 CFR 1910.157)

Emergency Equipment: Identify the location of emergency equipment such as eyewash stations, showers, first aid kit, fire extinguishers, etc. (29 CFR 1910.151)

Vehicle Use Policy & * Driver’s Accident Report Kit: Discuss the Vehicle Use Policy and accident reporting procedures. Explain that Howard County is self-insured. (Howard County Policy and Procedure 100.28 and 100.30)

*** Reporting Injuries/Illness:** Discuss the importance of reporting all injuries/illness immediately to the supervisor. Give employee a copy of the Howard County Employee Incident/Injury Report and explain. (Howard County Policy and Procedure 100.28)

Equipment, hazards, and tools: List equipment, hazards, and tools associated with the job that will require special training and discuss safety rules if not listed in checklist. Explain the basic operation of machinery and identify the operational hazards involved and machine guarding requirements. (29 CFR 1910 Subpart O)

(1) _____

(2) _____

(3) _____

(4) _____

(5) _____

(6) _____

Hearing Conservation Training: Employees who are exposed to noise at or above 85dB averaged over 8 working hours or an 8 hour time weighted average (TWA) as a result of their job duties are required to be included in the Hearing Conservation Program and comply with all applicable requirements of this program. (29 CFR 1910.95)

Date Employee Supervisor
 Initials Initials

Personal Protective Equipment (PPE) Training: Identify and issue all required PPE for performing the job. Employees must receive PPE training before work begins which requires this equipment. Supervisors shall document that employee has been trained and comprehends the requirements. (29 CFR 1910.132 – 1910.139)

☐ Safety Glasses ☐ Safety Goggles ☐ Gloves

☐ Hearing Protection ☐ Face Shield ☐ Apron
(See Hearing Conservation Training)

☐ Hand Protection ☐ Head Protection

☐ Foot Protection – Type required _____
(Howard County Policy and Procedure 300.31)

☐ Respirator - Type required - _____
(Complete Respiratory Protection Training requirements prior to issuing any type of respirator.)

List additional PPE required in performing the job:

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____
- (6) _____
- (7) _____
- (8) _____

*** Bloodborne Pathogens Training:** Employees who routinely come in contact with blood or other body fluids in the performance of required job duties shall be trained. All employees regardless of potential to exposures shall be given a copy of the Management of Bloodborne Exposure Incidents from the Risk Management Office. (29 CFR 1910.1030)

Date	Employee Initials	Supervisor Initials
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Respiratory Protection Training: Employees must be taught the proper selection, use, and maintenance of respirators. Employees exposed to chemicals as a result of job duties are required to be included in the Respiratory Protection Program and must comply with all program requirements to include medical exams, fit testing, and training. Supervisors shall ensure all requirements are completed prior to issuing any type of respirator to include a facepiece (dust mask). (29 CFR 1910.134)

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Hazard Communication Training (Right-to-Know): Employees working with hazardous chemicals are required to complete the training requirements of the Hazard Communication Program. Brief the employee on all identified hazardous materials used or stored in the work area(s) and the location of the materials safety data sheets (MSDS). Use the MSDS while briefing employee. MSDS are located :

(Labor & Employment Article, Title 5 Subtitle 4; COMAR 09.12.33; 29 CFR 1910.1200)

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Hazardous Chemicals, Wastes, and Spills: Explain that all hazardous chemical containers must be labeled. Discuss labeling requirements, the potential of chemical spills, and hazardous waste storage, disposal, and pickup procedures.

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Powered Industrial Truck Training: Operators of powered industrial trucks must be certified before operating a powered industrial truck. (Labor & Employment Article, Annotate Code of MD Title 5, Subtitle 5; 29 CFR 1910.178)

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Confined Space Entry Authorized Employee Training: If the employee will be required to enter a confined space or assist while others are performing in a confined space, (s)he shall be trained prior to entry and prior to assisting other workers. (MOSH 29 CFR 1910.146)

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Excavations: Employees who may be required to make any man-made cut, cavity, trench, or depression in an earth surface, formed by earth removal must be trained. (29 CFR 1926, Subpart P)

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Asbestos 2-Hour Awareness Training: For employees (i.e. maintenance and custodial) who might come into contact with asbestos-containing materials but do not disturb the materials must complete this training. (29 CFR 1910.1001)

Date Employee Supervisor
Initials Initials

Flagger Certification: Employees who will be assigned tasks involving design, placement, operation and maintenance of uniform traffic shall be ATSSA certified prior to assignment of task . * Note – Effective January 1, 2000, the American Traffic Safety Services Association (ATSSA) Flagger Training course is the only approved flagger-training program for Maryland DOT State Highway Administration. All new flagger cards issued after March 31, 2000 will be ATSSA only. Contact Safety and Loss Control, extension 6389 for a list of Howard County ATSSA Certified Trainers.

Laboratory Safety/Chemical Hygiene Plan Training: Employees working in chemical laboratories are required to complete all laboratory-specific training requirements.

Radiation Safety Training: For employees who use radioactive materials ensure that employees are trained before assigning tasks involving radioactive materials.

Read and sign once you have completed all required items.

I have received my safety orientation for my designated work area/site/location. I understand and acknowledge it is my responsibility to work safely and according to the established guidelines.

Employee Signature

Date

I have provided an appropriate safety orientation for the job/position of the employee stated on this form. I feel that (s)he fully comprehends the information and understands that it is his/her responsibility to work safe and according to the established guidelines. The employee has been given the opportunity to ask questions regarding any safety practices or procedures.

Supervisor's Signature

Date