Manufacturing Employee Onboarding Safety Checklist

The **manufacturing employee onboarding safety checklist** ensures new hires understand essential safety protocols in the production environment. It covers critical training, equipment handling, and emergency procedures to promote a secure workplace. Proper onboarding reduces accidents and increases overall operational efficiency.

Employee Information

Name: _____   **Start Date:** _____

Position: _____   **Supervisor:** _____

Onboarding Safety Checklist

Safety Task	Completed	Initials
Introduction to company safety policies and handbook	☐	_____
Personal protective equipment (PPE) training and issuance	☐	_____
Emergency evacuation routes & procedures	☐	_____
Fire extinguisher locations and usage overview	☐	_____
First aid kit locations and reporting protocol	☐	_____
Hazard communication (chemical safety, MSDS/SDS)	☐	_____
Machine operation safety and lockout/tagout procedures	☐	_____
Proper lifting techniques and ergonomic training	☐	_____
Reporting hazards & incidents protocol	☐	_____
Review of department-specific safety procedures	☐	_____

Additional Comments

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_____

Signatures

_____

Employee Signature

Supervisor Signature

Date