

**SAFETY ORIENTATION WORKSHEET**

Each new incarcerated worker will receive safety orientation training describing the Department of Corrections Safety Program, including the minimum elements listed below.

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| **Subject/Direction** | **Training****Date** | **Worker****Initials** | **Trainer****Initials** |
| **Safety Program Policy*** Provide copy of DOC 890.000 Safety Program and a detailed review of sections.
 |       |  |  |
| **Site Safety Committee/Meetings*** Review site and shop safety committee participation. View minutes on safety bulletin board during shop tour.
 |       |  |  |
| **Shop Rules and Requirements*** Review and sign DOC 10-118 Shop Rules and Requirements. Retain in worker training folder.
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| **Accident Reporting Procedures and Form Review*** Review DOC 03-133 Accident/Injury Report. Instruct worker of 24 hour report requirement. View form availability on safety bulletin board during tour.
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| **Hazard Reporting Procedures*** Review DOC 03-151 Hazard Report. View form availability on safety bulletin board during shop tour.
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| **Hazard Assessment/Job Safety Analysis*** Review shop specific hazard assessment or JSA. Work activities, hazards, and mitigation actions.
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| **Personal Protective Equipment (PPE)*** Review any required PPE. Provide the DOC 10-122 Tool/Equipment/

Process Specialty Training Outline. Review PPE care and storage requirements. |       |  |  |
| **Tool/Equipment Training*** Provide specific training for tools/equipment used on initial job assignment. Complete DOC 10-122. Retain in worker training folder.
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| **Fire Extinguishers and First-Aid Kits*** View locations during shop tour. Inform new worker “All CI employees are first-aid and fire extinguisher trained”.
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| **Emergency Exits*** Review specific shop evacuation route postings and discuss exit procedures during shop tour.
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| **Standard Precautions*** Review and signoff form DOC 03-257 Incarcerated Worker Standard Precautions Statement. Retain in worker training folder.
 |       |  |  |
| **Safety Bulletin Board*** Review location and contents of the CI safety bulletin board during shop tour.
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| **Safety Data Sheets*** Review location of shop SDSs, chemical storage areas, and specific chemicals used on initial job assignment. Complete HAZCOM training DOC 05-757 Hazcom Quiz and DOC 21-565 Hazard Communication Label and Safety Data Sheet Training.
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| **Industrial Insurance*** Inform worker of L&I coverage. Review Certificate of Coverage during shop tour content of safety bulletin board.
 |       |  |  |

Name Signature DOC number

Supervisor conducting training Signature Date

**The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.**

Distribution: **ORIGINAL** - Worker training file