

**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. |  |  |  |
| **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. |  |  |  |
| **Hazard Reporting Procedures**   * Review DOC 03-151 Hazard Report. View form availability on safety bulletin board during shop tour. |  |  |  |
| **Hazard Assessment/Job Safety Analysis**   * Review shop specific hazard assessment or JSA. Work activities, hazards, and mitigation actions. |  |  |  |
| **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. |  |  |  |
| **Fire Extinguishers and First-Aid Kits**   * View locations during shop tour. Inform new worker “All CI employees are first-aid and fire extinguisher trained”. |  |  |  |
| **Emergency Exits**   * Review specific shop evacuation route postings and discuss exit procedures during shop tour. |  |  |  |
| **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. |  |  |  |
| **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. |  |  |  |
| **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