



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.

Subject/Direction	Training Date	Offender Initials	Trainer Initials
Safety Program Policy <ul style="list-style-type: none"> Provide copy of DOC 890.000 Safety Program and a detailed review of sections. 			
Site Safety Committee/Meetings <ul style="list-style-type: none"> Review site and shop safety committee participation. View minutes on safety bulletin board during shop tour. 			
Shop Rules and Requirements <ul style="list-style-type: none"> Review and sign DOC 10-118 Shop Rules and Requirements. Retain in worker training folder. 			
Accident Reporting Procedures and Form Review <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Review DOC 03-151 Hazard Report. View form availability on safety bulletin board during shop tour. 			
Hazard Assessment/Job Safety Analysis <ul style="list-style-type: none"> Review shop specific hazard assessment or JSA. Work activities, hazards, and mitigation actions. 			
Personal Protective Equipment <ul style="list-style-type: none"> Review any required PPE. Provide the DOC 10-122 Tool/ Equipment/Process Specialty Training Outline. Review PPE care and storage requirements. 			
Tool/Equipment Training <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> View locations during shop tour. Inform new worker "All CI employees are first-aid and fire extinguisher trained". 			
Emergency Exits <ul style="list-style-type: none"> Review specific shop evacuation route postings and discuss exit procedures during shop tour. 			
Standard Precautions <ul style="list-style-type: none"> Review and signoff form DOC 03-257 Incarcerated Worker Standard Precautions Statement. Retain in worker training folder. 			
Safety Bulletin Board <ul style="list-style-type: none"> Review location and contents of the CI safety bulletin board during shop tour. 			
Safety Data Sheets <ul style="list-style-type: none"> Review location of shop SDSs, chemical storage areas, and specific chemicals used on initial job assignment. Complete HAZCOM training DOC 05-757 Offender Hazcom Quiz and DOC 21-565 Hazard Communication Label Elements/Safety Data Sheet (SDS) Worker Awareness Training. 			
Industrial Insurance <ul style="list-style-type: none"> 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** - Incarcerated Worker Training File