



# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

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To: All California Managers and Supervisors  
From: State Director  
Subject: New Employee Safety Orientation Checklist

Attached is the recently developed Employee Safety Orientation Checklist to be used to indoctrinate newly hired permanent and temporary employees, employees transferring to California from other BLM or Government offices and (when appropriate) new volunteers and hosted workers, to the Bureau's Safety and Health program.

This checklist covers a number of program areas and may not apply to every new member on board in every case. Please use this document with the flexibility intended. However, it is recommended that the orientation be initiated within the first 60 days of the employee(s) entry on duty.

This checklist should be considered the first significant step in providing information and training for our employees for the purposes of early development of good safety habits.

For additional information please reference the California Safety and Health Action Plan sent under separate cover or contact Jim Anger, State Safety Manager at (916) 978-4521 by phone or e-mail.

**Signed:**  
**James W. Abbott**  
**Acting State Director**

Authenticated  
Liza Raymundo  
Records Management

1 - Attachment:  
Employee Safety Orientation Checklist (3 pg.)

**U.S. DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
CALIFORNIA**

**EMPLOYEE SAFETY ORIENTATION CHECKLIST**

Employee Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Instructions: This checklist is designed to guide supervisors in providing thorough orientation. Applicable safety training and orientation should be indicated by the ***Additional specialized training may be required for some employees (e.g. forklift operators, flight managers, hazardous waste site entry, blasters' training/certification).*** Questions should be referred to the ***District/State Safety Managers.***

<u>GENERAL INFORMATION</u>	<u>COMPLETED</u>	<u>COMMENTS</u>	<u>DATE</u>
Job Hazards Analysis & Reporting Unsafe Conditions			
Motor Vehicle Use - Valid State Drivers License for assigned vehicle - Mandatory Use of Seatbelts - Prohibited Use of Alcohol/Drugs - Vehicles for Official Use Only - Obey Speed Limits - Vehicle Inspection - Commercial Driver's License			
Accident Reporting - SMIS - Forms CA-1 and CA-16 - Forms SF-91, 91A, 94, & OF-26			

Office Evacuation/Emergency Procedures (OEP)			
- Personal Protective Clothing and Equipment (PPCE)			

## **EMPLOYEE SAFETY ORIENTATION CHECKLIST**

<b>TRAINING</b>	<b>COMPLETED</b>	<b>COMMENTS</b>	<b>DATE</b>
First Aid/CPR Training			
Employee Right-to-Know (Hazard Communication Program) (29 CFR 1910.1200)			
First Responder Awareness (29 CFR 1910.120)			
Defensive Driver Training			
4 X 4 Vehicle Training - Road Check or Training - Winch Operation - Handyman Jack Operation			
ATV Training			
Job Hazards Analysis (JHA) and Risk Management			

## EMPLOYEE SAFETY ORIENTATION CHECKLIST

FIELD SAFETY	COMPLETED	COMMENTS	DATE
Check In/Check Out Procedures & <b>Hazards Analysis (JHA)</b>	<b>Job</b>		
Emergency Field Procedures			
Environmental Hazards - Poison Oak/Vegetation - Ticks/Insects/Reptiles/Animals - Contaminated Water - Temperature Extremes - Protective Clothing			
Personal Protective Clothing and Equipment (PPCE)			
Safety/Survival Supplies			
Chainsaw Certification			
Hand tools / Power tools			
Compass/Maps/Radio			
Horse Safety			
Watercraft Safety			
Safe and Appropriate Use of Govt. Owned: Equipment/Supplies/Materials			
Employee Responsibilities: - Personal responsibilities for safety - Right to Know Act - Reporting of Unsafe/Unhealthy Conditions			
Other Discussion Items:			