

# Appendix VIII: Safety Orientation Checklist OFFICE

Department Safety Program, Crop and Soil Sciences, Washington State University

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

- \_\_\_ 1. When finished using paper cutter leave blade in the *closed* position; or if you enter the room and find the blade left up, place in closed position.
  
- \_\_\_ 2. No working late at night or alone on weekends unless an urgent situation exists (deadlines) and only with prior authorization from immediate supervisor.
  
- \_\_\_ 3. When utilizing file cabinets, keep open only one drawer at a time per filing cabinet to keep cabinet from tipping.
  
- \_\_\_ 4. Use equipment, glass, and kitchen-type cleaners per product/manufacture instructions ONLY.
  
- \_\_\_ 5. Use the legs and not the back when lifting. Bend and push using hand when sliding heavy boxes or items across the floor--not just legs or arms.

*I have been introduced to all points in this safety checklist and fully understand them.*

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Orientation Supervisor

\_\_\_\_\_  
Date