

# ***MJR Masonry Inc.***

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**New Employee Orientation**

Date: \_\_\_\_\_

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

Hire Date: \_\_\_\_\_

Position: \_\_\_\_\_

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

## **Topics Covered**

**Company Safety Policy** \_\_\_\_\_

**Employees' Responsibilities for Safety** \_\_\_\_\_

### **Safe Work Practices**

Ladders \_\_\_\_\_

Scaffolding \_\_\_\_\_

Power Tools \_\_\_\_\_

Excavations \_\_\_\_\_

Other: \_\_\_\_\_

### **Personal Protective Equipment**

Hard Hat \_\_\_\_\_

Safety Glasses \_\_\_\_\_

Safety Boots \_\_\_\_\_

Other: \_\_\_\_\_

**General Safety Rules** \_\_\_\_\_  
**(Copy Received)**

**Harassment Policy** \_\_\_\_\_

**Early and Safe Return to Work Policy** \_\_\_\_\_

**OH&S Act (Reviewed)** \_\_\_\_\_

**Reporting Unsafe Acts/Conditions** \_\_\_\_\_

**Reporting Accidents** \_\_\_\_\_

**Tool Box Meetings** \_\_\_\_\_

**Employee Rights: To Know** \_\_\_\_\_ **To Participate** \_\_\_\_\_ **To Refuse** \_\_\_\_\_

\_\_\_\_\_  
**Employee**

\_\_\_\_\_  
**Employer Representative**