

City of Milwaukee

Safety Orientation

Employee: _____

Date: _____

Supervisor: _____

Safety is a top priority in our department. You as a new employee have an obligation to perform your assigned job tasks safely and efficiently.

1. Handle hazardous chemicals according to instructions. You may come in contact with chemicals that when used as directed are considered safe. But, if misused they may be very hazardous to your health.
2. Follow all safety rules, procedures and signs. Failure to do so may result in an accident or injury. If there is a safety question or suggestion, notify your supervisor at once. Failure to follow safety rules may result in disciplinary action up to and including discharge.
3. Always wear the personal protective equipment that is prescribed for your job. Some examples are:
 - Safety Glasses
 - Gloves
 - Face Shield
 - Hearing Protection
 - Safety Shoes
 - Hard Hat
 - Respirator MaskIf your equipment is damaged report this to your supervisor so that it can be replaced immediately.
4. Take training seriously. There will be ongoing training and safety discussions as needed. Get involved with the safety program. Participation in discussions will benefit both you and your co-workers.
5. Avoid taking risks when it comes to safety.
6. Report visible hazards to your supervisor immediately.
7. Report any accident or "near miss", no matter how slight, to your supervisor **immediately**.
8. Operate equipment safely. Only use equipment that you have been trained to safely operate. If equipment malfunctions report this immediately to your supervisor. Never try to repair or restart equipment or to repair defective electrical wiring unless specifically trained to do so. Follow all lockout/tagout procedures exactly.
9. Show your safety attitude. Keep work areas clean and common areas free of clutter. By working together we will reduce or eliminate bodily injury and/or property damage.
10. In the event of fire or other emergency, follow the emergency action plan.
11. Always ask the proper methods before performing any new task.
12. Use guards on machinery whenever required.
13. Lift properly, using your legs and not your back.
14. Never be under the influence of drugs or alcohol while on duty or while on the premises.
15. Never take part in horseplay.
16. Report unsafe practices to your supervisor.
17. Immediately report any injury or illness to your supervisor. In case of a serious accident or a life-threatening emergency, dial "911."
18. Wear your seatbelt when driving or riding in a City-owned vehicle.
19. Never operate a City-owned vehicle without a valid driver's license, or CDL if required. Your driver's license or CDL must be on your person while operating any City vehicle.