Safety Check-in

Use this to perform a standardized safety check-in at 30 days, 60 days, 90 days, six months and 12 months after employees’ start   
dates. This will take only 10-15 minutes of your time, and it will help your employees work safer and let them know they are valued and cared about.

1. **Organization climate check** – Verify safety expectations and knowledge retention and the application of organization-specific safety rules by using this simple checklist to document the safety check-in meeting.
2. **Skills check** – Verify the ability to perform work safely, including equipment operation.
3. **On-the-job training** – Ensure that supervisors coach and mentor new employees and demonstrate safe work practices; also ensure that they lead by example.
4. **At 12 months**, include a reflection on the past year of employment:

**Have there been any safety rule violations?**

**Have there been   
any near misses?**

**What is the safety attitude of the employee?**

**CHECK-IN Yes No**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | I have the personal protective equipment I need to perform the work safely. |  |  |
| 2 | I have the safety training I need to get my job done. |  |  |
| 3 | I know what to do in case of an emergency. |  |  |
| 4 | I know who to notify in case of a work injury. |  |  |
| 5 | I know where to go if I have a workplace injury. |  |  |
| 6 | I understand the drug and alcohol policy. |  |  |
| 7 | I have read and someone has explained to me the organization’s fatigue management plan. |  |  |
| 8 | I am aware of workplace fall hazards, and I am always protected when working at heights. |  |  |
| 9 | My supervisor cares about the safety and health of the team. |  |  |
| 10 | Safety meetings are conducted with my supervisor. |  |  |
| 11 | My mentor helps me learn and makes me feel like a part of the team. |  |  |
|  | Other notes about our safety discussion: |  |  |

EMPLOYEE’S SIGNATURE EMPLOYEE’S PRINTED NAME DATE

SUPERVISOR’S SIGNATURE SUPERVISOR’S PRINTED NAME DATE