90-Day New Hire Safety Checklist

Complete Onboarding Safety Guide — First 90 Days of Employment

EMPLOYEE NAME	JOB TITLE	START DATE	DEPARTMENT
SUPERVISOR	**MENTOR ASSIGNED**	**LOCATION / SITE**	**HR CONTACT**

■ *IMPORTANT: This checklist must be completed by the supervisor and employee together. Each item must be initialed and dated when complete. Retain in employee's personnel file for the duration of employment plus 3 years. Contact your First Underwriters broker for questions about workers' compensation documentation requirements.*

Days 1–7 ORIENTATION PHASE — Everything Is New

Risk Level: HIGHEST | No independent work on hazardous tasks | Constant supervision required

Day 1 Must-Complete Items

☐ Welcome & company safety culture introduction
Explain that safety is a core value — not just a compliance requirement. Share safety record and goals.

☐ Facility tour with hazard identification
Walk all work areas. Point out specific hazards, restricted zones, and safe travel paths.

☐ Emergency procedures: evacuation routes & assembly points
Practice at least one evacuation route. Confirm employee knows primary and secondary exits.

☐ Emergency contacts: posted locations and key personnel
Introduce safety officer, first-aid designated person, and emergency coordinators.

☐ First aid kit and AED locations
Physical walk-through — employee must visually locate each station.

☐ Injury reporting: how, when, and to whom
Explain that all injuries AND near-misses must be reported immediately. No exceptions.

☐ Workers' compensation rights explanation
Medical treatment procedures, right to treatment, protection from retaliation.

☐ Personal Protective Equipment (PPE) issue and fitting
Issue all required PPE. Demonstrate proper donning, doffing, care, and replacement requests.

☐ Company safety policies acknowledgment
Employee reads and signs receipt of safety handbook / drug-free workplace policy.

☐ Photo ID badge and site access procedures

Days 2–7: Foundation Training

☐ Hazard Communication (HazCom) / GHS training
Chemical safety: Safety Data Sheets location, label reading, handling requirements.

- ☐ Applicable OSHA required training for this role
  See training matrix for position-specific requirements.
- ☐ Equipment overview — observation only this week
  Familiarize with equipment used in role. No independent operation yet.
- ☐ Housekeeping standards and material storage rules
- ☐ Parking, pedestrian routes, and vehicle traffic areas
- ☐ Cafeteria, restroom, and break area safety rules
- ☐ Reporting near-misses and unsafe conditions
  Demonstrate how to complete a near-miss / hazard report form.
- ☐ Introduction to mentor / buddy assigned
  Mentor name: _____ Contact: _____
- ☐ 30-minute end-of-week safety check-in with supervisor
  Document concerns, questions, observations.

Phase 1 Sign-Off

Employee Signature	_____	**Date**	_____
Supervisor Signature	_____	**Date**	_____
Mentor / Buddy	_____	**Date**	_____

Days 8–30 FOUNDATION PHASE — Building Basic Competencies

Risk Level: HIGH | Close supervision | Task-specific training begins | Mentor check-ins daily

Task-Specific Safety Training

- ☐ Equipment operation training — authorized tasks only
  List each piece of equipment, date trained, and trainer sign-off in training log.
- ☐ Lockout/Tagout (LOTO) procedures (if applicable)
  Required before employee services or maintains any equipment.
- ☐ Powered industrial truck / forklift certification (if applicable)
  Classroom + practical exam required. Do not authorize operation without passing grade.
- ☐ Fall protection training (if working at heights)
  Harness fitting, anchor points, inspection procedures.
- ☐ Ladder safety — types, inspection, and proper use
- ☐ Ergonomics and proper lifting techniques
  Demonstrate proper body mechanics. Discuss job-specific strain risks.
- ☐ Machine guarding — what to check before operation
- ☐ Confined space awareness (if applicable)
  Entry permit procedures if permit-required spaces exist.

- ☐ Fire extinguisher training (if expected to use)
  PASS technique: Pull, Aim, Squeeze, Sweep. Identify fire classes.
- ☐ Bloodborne pathogen training (if exposure risk exists)
- ☐ Respiratory protection training (if respirator required)
- ☐ Heat / cold stress awareness (seasonal or task-specific)

Supervision & Mentor Engagement

- ☐ Daily mentor check-ins completed (Weeks 2–4)
  Log date and topics in mentor notes section below.
- ☐ Supervisor observation of task performance — minimum 2x per week
- ☐ Employee completes first near-miss / hazard report (real or practice)
- ☐ Task progression authorization form updated
  Only authorize tasks where competency is demonstrated.
- ☐ 30-Day formal check-in conversation completed
  Review training completion, discuss concerns, assess readiness. Document outcomes.

■ *THE DANGEROUS MIDDLE: Days 30–60 often have the highest injury rate. Employees feel comfortable but lack experience for unexpected situations. Maintain active supervision even as tasks become routine.*

Phase 2 Sign-Off — Day 30

Employee Signature	_____	**Date**	_____
Supervisor Signature	_____	**Date**	_____
Mentor / Buddy	_____	**Date**	_____

Days 31–60 DEVELOPMENT PHASE — Gaining Confidence

Risk Level: ELEVATED | Reduced but continued supervision | Reinforce proper procedures when deviations observed

Competency Verification

- ☐ Supervisor observes and documents correct PPE usage — all required tasks
  Correct observed deviations immediately. Document date and outcome.
- ☐ Employee demonstrates proper emergency response procedures
  Verbal or practical test. Can they find exits, extinguisher, first aid, AED?
- ☐ Equipment operation observed at competency level
  Rate each authorized piece of equipment: Needs Review / Satisfactory / Proficient
- ☐ Lockout/Tagout procedure demonstrated correctly (if applicable)
- ☐ Lifting and ergonomic practices observed during normal work
- ☐ Employee has reported at least one near-miss or hazard observation

- ☐ Mentor provides formal competency feedback to supervisor
- ☐ Additional training identified and scheduled (if gaps found)
  Document any required remediation training with target completion date.

Task Authorization Updates

- ☐ Task progression assessment — update authorized task list
  Only add tasks with demonstrated competency.
- ☐ Any specialized certifications completed and recorded
  Certifications: _____ Exp. Date: _____
- ☐ Physical conditioning check — any musculoskeletal concerns?
  New employees' bodies are still adapting. Address early signs of strain before they become claims.
- ☐ 60-Day check-in conversation completed
  Review performance, discuss safety culture participation, reinforce that reporting is valued.

Phase 3 Sign-Off — Day 60

Employee Signature	_____	**Date**	_____
Supervisor Signature	_____	**Date**	_____
Mentor / Buddy	_____	**Date**	_____

Days 61–90 COMPETENCY PHASE — Approaching Standard Performance

Risk Level: STANDARD | Periodic supervision | Formal 90-day assessment required before full independence

Final Competency Assessment

- ☐ All required OSHA training for position completed and documented
  Cross-check against training matrix. No gaps permitted for authorization to work independently.
- ☐ All equipment certifications current and on file
  List equipment with certification dates and expiration.
- ☐ Employee can correctly identify all workplace hazards in their area
  Conduct a walk-through and have employee identify hazards without prompting.
- ☐ Employee demonstrates proper reporting procedure for injuries and near-misses
  Role-play or verbal confirmation. They should know who to call and what forms to complete.
- ☐ PPE compliance — consistent and correct without prompting
- ☐ Zero tolerance policies acknowledged: substance use, safety violations
- ☐ Emergency procedures — employee demonstrates confidence
  Evacuation, shelter-in-place, medical emergency, spill response (as applicable).
- ☐ Mentor completes final mentorship evaluation form
  Mentor rates readiness for independent work and identifies any remaining concerns.

☐ Supervisor completes 90-Day Competency Assessment Form
Formal authorization for independent work on all tasks. File in personnel record.

☐ HR informed of successful 90-day safety program completion

Ongoing Commitments (Post Day 90)

☐ Annual safety training refresher scheduled
Add to training calendar.

☐ Employee added to safety committee communication list

☐ Performance review includes safety behavior component

☐ Workers' compensation and return-to-work policy explained again at 90-day milestone
Reinforce that reporting is always expected and protected.

90-DAY PROGRAM COMPLETION — FINAL SIGN-OFF

By signing below, the employee acknowledges completion of the 90-Day New Hire Safety Program and confirms they have received all required training, understand their responsibilities, and know how to report injuries, hazards, and near-misses. The supervisor certifies that all program elements have been completed, documented, and filed.

Employee Name (Print) _____ **Employee Signature** _____ **Date** _____

Supervisor Name (Print) _____ **Supervisor Signature** _____ **Date** _____

HR Representative _____ **Signature** _____ **Date** _____

INCIDENT & NEAR-MISS LOG — First 90 Days

Record any injuries, near-misses, or safety concerns observed during the 90-day period. All entries should result in a formal incident/near-miss report filed separately.

Date	Type (Injury/Near-Miss/ Hazard)	Brief Description	Action Taken	Initials

SUPERVISOR NOTES & OBSERVATIONS

First Underwriters Insurance Brokers | 4055 Lake Washington Blvd NE, Suite 100, Kirkland, WA 98033 | (425) 242-5357 | www.firstunderwriters.com

Questions about workers' compensation, experience modification, or safety program credits? Contact your First Underwriters broker.