

Post-Orientation Safety Interview

Use the questions below to guide post-orientation interviews with employees 2-3 weeks following a job assignment. Take notes and follow-up to discuss gaps, issues or areas where the employee may require further instruction.

1. Did you attend safety orientation prior to your first work assignment?
☐ Yes ☐ No
2. Who conducted your orientation (name/title)?
3. When should you report accidents?
4. Who should you report accidents to?
5. Who do you discuss/report safety concerns or ideas to?
6. Where are the first-aid supplies located?
7. What are your safety responsibilities?
8. Where is the emergency evacuation meeting place/rally point for your job?
9. What does the emergency evacuation alarm sound like?
10. What personal protective equipment is REQUIRED?
11. What three things should you remember when lifting objects?
12. What questions do you have about the company or this project?

13. List 10 company safety rules:

1. _____	6. _____
2. _____	7. _____
3. _____	8. _____
4. _____	9. _____
5. _____	10. _____

Name and Title

Date