

Office Orientations

I, _____, under the supervision of _____, fully understand the following Office Orientation given by _____.

All regulations and procedures apply to office areas:

- € Location and use of all fire extinguishers (DO NOT use if you don't know how)
- € Location of emergency procedures and phone numbers
- € Location of First Aid Kits, contents, how to use
- € Location of forms
- € Procedure for getting access card/keys
- € Reporting accidents and near-misses
- € Emergency alarms – fire, emergency notification system
- € Security/safety - don't prop open doors
- € Electrical hazards
- € Working alone policy
- € Monthly/annual safety inspections
- € Housekeeping standards
- € Key card access
- € Computers – proper use
- € Phone use
- € Work control
- € Supervisors – go to them first for help
- € Consequences for non-compliance
- € Office Close out

Signature

Date

Presenter's Signature

Date