

MSU MAFES/ES
NEW EMPLOYEE SAFETY TOPICS

1. _____ Emergency Action
 - Have a plan ahead of time
 - Existing MSU policies & documents
2. _____ Fire Prevention
 - General precautions
 - Hot work
 - Open burning
 - Fireworks, pyrotechnics & flame effects displays
 - Should there be a fire
3. _____ Personal Protective Equipment (PPE)
 - Communicate - What specifically needed; Where & when to use; How to inspect, maintain & replace; How to wear, adjust & use; Limitations.
 - PPE options categorized by body part to protect.
 - PPE hazard assessment tool
4. _____ Hazard Communications
 - Existing MSU policies & documents (haz waste, transportation, pesticides, lab safety)
 - Safety Data Sheets
 - Labels
 - Spill prevention & control
5. _____ Vehicles & Equipment
 - General precautions
 - UTV/carts/ATV
 - Industrial trucks
 - Tractors
 - Skid steers
 - MSU vehicles
 - *Vehicle & Equipment Operator Evaluation* form
6. _____ Hand & Power Tools
7. _____ Lockout / Tagout
 - Responsibilities
 - Procedures
 - Removal of locks/tags
 - Group locks
 - Specifications of locks/tags
 - Training required
8. _____ Machine/Equipment Guards
9. _____ Asbestos Awareness
10. _____ Working Alone
11. _____ Good Housekeeping
12. _____ If in doubt, ask first

Other topics or any questions from employee: _____

Job title & dept/station: _____ Date: _____

Employee name: _____ signature: _____

Conducted by: _____ signature: _____