**Safety Information and Equipment Locator Sheet for New Hires**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Safety Items** | **Location** |
| Written Job Procedures |  |
|  |  |
| Safety Handbook or Guidelines |  |
|  |  |
| OSHA Job Safety and Health Poster |  |
|  |  |
| OSHA Standards |  |
|  |  |
| Safety Glasses |  |
|  |  |
| Safety Goggles |  |
|  |  |
| Welding Goggles |  |
|  |  |
| Hard Hats |  |
|  |  |
| Ear Plugs |  |
|  |  |
| Earmuffs |  |
|  |  |
| Air-Purifying Respirators |  |
|  |  |
| Air-Supplying Respirators |  |
|  |  |
| Heat- and Cold-Insulated Gloves |  |
|  |  |
| Chemical Protective Gloves |  |
|  |  |
| Insulated Rubber Gloves |  |
|  |  |
| Metal Mesh Gloves |  |
|  |  |
| Leather Gloves |  |
|  |  |
| Cotton Gloves |  |
|  |  |
| Latex Gloves |  |
|  |  |
| Cotton Aprons or Coveralls |  |
|  |  |
| Chemical Protective Clothing |  |
|  |  |
| Heat-Resistant Clothing |  |
|  |  |
| Scrubs |  |
|  |  |
| Type of Safety Shoes Required |  |
|  |  |
| Safety Shoe Vendors |  |
|  |  |
| First-Aid Kits |  |
|  |  |
| Eyewash Stations |  |
|  |  |
| Chemical Emergency Showers |  |
|  |  |
| Floor Plan |  |
|  |  |
| Emergency Exits |  |
|  |  |
| Fire Extinguishers |  |
|  |  |
| Where to Meet After a Fire Drill or Evacuation |  |
|  |  |
| Material Safety Data Sheets (MSDSs) |  |
|  |  |
| Lockout/Tagout Box |  |
|  |  |
| Confined Spaces Equipment |  |
|  |  |
| Biohazard Containers |  |
|  |  |
| Sharps Containers |  |

**Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**