

**Michigan Municipal Workers' Compensation Fund**  
**Safety and Health Resource Manual**

---

**Employee Training**  
**Sample Checklist**

**New Employee Training**

New employees will receive orientation within two (2) weeks of hire. The following is a checklist for training new employees:

- Discussion of general safety rules
- Explanation of safety rules and regulations
- Discussion of safety devices
- Reporting unsafe conditions and making suggestions about safety
- Behavior on the job and rules of conduct
- Proper lifting techniques
- Safety awareness
- Reporting injuries
- First aid/CPR & (if applicable) Automated External Defibrillator (AED)
- Required Personal Protective Equipment maintenance and use
- Storage of materials and general housekeeping
- Proper use of equipment
- Hazardous materials and employee Right-To-Know
- Departmental specific issues and performance based competency testing
- Viewing of orientation video