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| \\cgi.int\mact\Company\Card_logo_CT-NO-tag-SM1111.gif | **NEW HIRE SAFETY ORIENTATION****CHECKLIST** | Document IdentificationMACT-SAF-19 |
| 630 Derby Street Mount Airy NC 27030 |
| Initial: 5-8-18 | Written By: Patrick Fritze |  |
| Last Revision: 3/25/2024 | SAFETY Department |

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| **EMPLOYEES’S INFORMATION** |
| **Employee’s Name** |  |
| **Department Assigned** |  |
| **Supervisor** |  |
| **Date of Orientation** |  |
|  | **MACT SAFETY REQUIREMENTS (SAFETY ORIENTATION)** | INITIALS |
|  | Safety Manager reviews with Employee: |  |
| 1 | Safety Policy (Vision): Employee Responsibilities Review  |  |
| 2 | Copy of Safety Policy (Vision) |  |
| 3 | Copy of OSHA Rights |  |
| 4 | Copy of Evacuation Map |  |
| 5 | Copy of First Responders |  |
| 6 | Personal Protective Equipment Required  |  |
|  | * Assign designated PPE for job
 |  |
|  | * Hard hats
 |  |
|  | * Eddys
 |  |
|  | * Safety glasses with side shields/goggles
 |  |
|  | * Face shields
 |  |
|  | * Hearing protection
 |  |
|  | * Safety shoes
 |  |
|  | * Respirators
 |  |
|  | * Fall protection equipment
 |  |
|  | * Appropriate Gloves (cut, chemicals, or electrical protection etc.)
 |  |
|  | * Keel Pullovers/ Aprons/ Chaps
 |  |
| 7 | Safe Work Practices Discussion: |  |
|  | * Hearing Protection Requirements
 |  |
|  | * Respiratory Protection
 |  |
|  | * LOCKOUT/TAGOUT
 |  |
|  | * Electrical Safe Work Practice
 |  |
|  | * Machine hazards
 |  |
|  | * Hot Work Permit Requirements
 |  |
|  | * Confined Space Entry Permit Requirements
 |  |
|  | * Fall Protection
 |  |
|  | * Hoist and crane safety
 |  |
|  | * Walking and Working Surfaces (catwalk, ladder, and stair safety)
 |  |
|  | * Use of Power Industrial Vehicles (access, speed and traffic rules)
 |  |
|  | * Slippery Floors with the interleaving Powder (Lucite)
 |  |
| 8 | Incident/Accident Investigation |  |
| 9 | Bloodborne Pathogens  |  |
| 10 | Hazard Communication (SDS) |  |
| 11 | Emergency Procedures (Fires, tornados, active shooter spills, etc.) |  |
| 12 | MACT Specific Policies |  |
| 13 | Training Requirements |  |
| 14 | Job Hazard Analysis Requirements |  |
| 15 | Eye wash station locations |  |
| 16 | Plant Safety Tour, includes emergency exits, assembly area locations and Fire extinguisher locations & PASS method |  |
| 17 | Glass Handling Hazards- view “Introduction to Glass Handling Safety” video |  |
| 18 | Conveyor Safety Video |  |

Employee’s Name: Sign:

Safety Orientation Conducted by: Date:

MACT Coordinator Signature