Administrative and Support and Waste Management and Remediation Services Safety Orientation

Ask your supervisor at an approved meeting point. Type here or print all three pages.

Confirm the training and permission for your actual work

General awareness only; your employer confirms task training and permission. This is not HAZWOPER or required waste/remediation instruction. It does not qualify you for pesticide application, security response or credentials, hazardous equipment use, restricted entry or respirator use.

Allow 30 to 60 minutes total: online orientation plus this supervisor walkthrough.

If you are unsure, stop and ask.

It is okay not to know the answer. It is not okay to pretend you do. Questioning is how we learn.

Learner or team member

Supervisor or host contact

Company, location and approved meeting point

Walkthrough date

Role, work setting and shift - use the examples on page 3

01 / Before entry or the first task

Who is my employer contact, client host and staffing contact, if used? Who is backup?

Which assignment and age limits apply? What training and permission are still needed?

Show client-site routes and limits. How do I stay clear of traffic, machines and restricted areas?

Find it together

Use an approved meeting point. Ask the employer and client host to explain the local plan.

Keep access codes and private client or medical information out of this form. Record general local instructions. Do not test alarms, handle waste or sharps, mix chemicals, operate equipment or enter restricted areas for this activity. In an emergency, get help from a safe place; do not wait for routine permission.

How do I call 911 or local emergency help? What actual location and entrance should I give?

Show exits, alarms and the assembly point. Who accounts for people or arranges help?

Show handwashing or eyewash facilities, if needed. What is the plan for heat, weather, water and breaks?

Where are first aid supplies and any AED? Who can help, and how do I contact them?

Who helps with threats at a client site or on visits? How do I report conflict from a safe place?

Where are extinguishers? What is my assigned fire role? Locating one does not permit firefighting.

If applicable, show actual chemical labels and immediate SDS access. Who handles spills?

Which PPE does this task need? Who checks fit, limits, condition and replacement?

What is the client-visit plan for check-ins, lost contact and changed assignments? Who is backup?

Walk the plan through

Explain the agreed plan in your own words and name who will close each open item.

02 / Connect the basics to your work area

Administrative, business and temporary-staffing support
Who confirms the assignment, host, staffing contact and local limits?
Cleaning, facilities and property support
Who explains client access, products, wet floors and handling limits?
Grounds and pest-control support
Who confirms heat/weather plans and excluded chemical or equipment work?
Security, investigation and site-support visits
Who explains check-ins, backup help and when to leave a threat?
Waste, recycling and remediation support
Who identifies the waste, traffic hazards and task-specific training needed?

These paths are examples and may overlap.
Ask whether HAZWOPER or other waste/remediation instruction applies to your task.

Who checks workstation fit? How can I vary tasks and report early discomfort?

Who checks loads and handling aids? How do I report sharps? Do not reach into waste.

In my own words, what is the safe plan for my first assignment, and when will I stop and ask?

What remains unresolved, and which task or area must wait until the answer is confirmed?

Who owns each open item? Record the follow-up date/time and how we confirm it before affected work.

03 / Acknowledge the discussion

We discussed the local plan and open items. Record the online result separately. The employer separately records required instruction, skills and work permission. These names acknowledge a discussion. They do not certify HAZWOPER, pesticide, security, equipment, entry or respirator qualifications.

Learner name and acknowledgement date

Supervisor name and acknowledgement date