Information Safety Orientation

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

Confirm the training and permission for your actual work

This overview does not qualify you for electrical work, tower climbing, rigging, powered equipment, RF assessment, confined spaces, chemical response or rescue. A quiz pass or worksheet grants no specialized task qualification or work/entry permission.

Allow 30 to 60 minutes total for the online orientation and the walkthrough with your supervisor.

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, site and approved meeting point

Walkthrough date

Role, work setting and shift - choose a path on page 3

01 / Before entry or the first task

Who controls my assignment and backup support? What work and equipment are outside my role?

Which task qualifications and youth age/hour limits apply? What training and approval are still needed?

Show check-in, walking routes and restricted areas. Who confirms employer/host access and handoff?

Find it together

Use a permitted safe place. Do not drive, operate equipment, test controls or enter restricted areas during this walkthrough.

In an emergency, move away from danger and call for emergency help from a safe place. Follow the site response plan. A routine question must not delay emergency help.

How do I call emergency help? What exact site, field or remote-work location do I give?

Show alarms, exits and assembly points. Who accounts for people and arranges assistance?

Who is my primary and backup contact? What is the plan if radio or phone contact fails?

Where are first aid supplies and any AED? Who gives first aid, and what eyewash applies?

Who handles fatigue or illness reports, field check-ins, threats and weather changes?

Where are the fire extinguishers? What is my fire-response role? Locating one gives no permission to fight a fire.

Where are applicable SDS and product labels? Who responds to unknown chemicals or leaks?

Which task PPE and footwear apply? Who checks fit and replaces worn or damaged items?

What do equipment-room alarms and fixed suppression mean for my role? Do not enter, disable or test.

Walk the plan through

Use your actual work area, explain the agreed plan, and name who will close each open item.

02 / Connect the basics to your work area

Publishing and software publishing
Who adjusts workstation, workload and remote-work support?
Motion pictures, video and sound production
Who controls stage access, cables, sound exposure and handling aids?
Broadcasting and content distribution
Who approves field changes, lone-work checks and lost-contact plans?
Telecommunications support and site visits
Who controls electrical and radiofrequency (RF) boundaries and access?
Computing infrastructure, data and other information services
Who controls equipment rooms, alarms, backup power and archives?

Who controls equipment tasks and handling aids for cases or archives? What work or areas must wait?

Who helps adjust my workstation and workload? How do I report repeated discomfort?

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 answer-by date/time and how we will confirm it before affected work.

03 / Acknowledge the discussion

We reviewed the local plan and open items. The employer separately records required instruction, skills, qualifications and work permission. The online result and these names do not authorize specialized work or restricted entry.

Learner name and acknowledgement date

Supervisor name and acknowledgement date