Management of Companies and Enterprises 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 workplace awareness only. Your employer confirms task training and permission. This worksheet grants no professional license, specialized training or work authorization. It does not qualify you for equipment use, electrical work, roof access, restricted entry or an emergency response role.

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 confirms my assignment and backup support? Which tasks, areas and equipment are outside my role?

Which age and task limits apply? What instruction, skills and permission are still needed?

Who confirms my host, escort and approved meeting point? Show permitted pedestrian routes and limits.

Find it together

A management title, badge or corporate approval does not replace the local host briefing.

Keep confidential company, security, access-code and personnel information out of this form. Record general local instructions. Ask to be shown from a permitted meeting point. Do not test alarms, operate or test equipment, climb or enter restricted areas. 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?

After an office move or shared-space change, who confirms the local plan and updated contacts?

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

How do I get help with reception threats or conflict? What is my part in the local security plan?

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 travel plan for weather, fatigue, check-ins and lost contact? Who is the 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

Corporate and head offices
Who checks workstation fit, board-material handling and reception support?
Centralized admin and shared services within managing offices
Who reviews shared-space changes, office moves and updated local plans?
Regional and subsidiary managing offices
Who confirms local contacts, travel plans and site-specific instructions?
Bank and other holding-company offices
Who explains local access, secure areas and the plan for visitors or conflict?
Company-site visits by management-office staff
Who confirms the host, escort, meeting point, walking route and task limits?

These examples are not NAICS divisions. Settings may overlap.
Sector 55 does not include every manager, operating subsidiary or bank branch.

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

Who checks the whole load, route and aids before I carry board materials or office boxes?

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 needed instruction, skills and work permission. These names acknowledge a discussion, not a professional license, specialized training, an emergency qualification or work authorization.

Learner name and acknowledgement date

Supervisor name and acknowledgement date