Manufacturing Safety Orientation

Ask your supervisor. Type in the fields or print all three pages. Start at the meeting point your host approves.

Confirm the training and permission for your actual work

This course does not qualify you to operate machines or forklifts, perform authorized lockout/tagout (LOTO), or work as an emergency responder. It grants no work or entry authorization. Your employer confirms required training and permissions.

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. Do not pretend you do. Asking questions is how we learn.

Learner or team member

Supervisor or host contact

Company, site and approved meeting point

Walkthrough date

Department, production area and shift - see examples on page 3

01 / Before entry or the first task

What is my first task, who is the designated lead, and which work must wait?

Which job-specific training, qualifications and age limits apply? If I am under 18, who checks the assignment?

Show me approved walking routes, vehicle separation and restricted areas. Who clears access?

Find it together

Discuss resources from an approved location. Do not test controls or enter a hazard area for 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 site address, gate or location do I give responders?

Show me the alarms, safe exits and assembly point. Who accounts for our shift?

What radio channel or backup contact do I use? How do I report an injury, hazard or near miss?

Where are the first aid kit and AED, if provided? Who can give first aid and how do I reach them?

Where are the eyewash, safety shower, handwashing facilities and clean drinking water?

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

Where are the labels and SDS for products I will actually use? Who answers chemical or spill questions?

Which PPE, task-specific glove rules and hearing protection apply? Who checks fit and replacement?

Who is the authorized energy-control contact? An emergency stop does not isolate hazardous energy.

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

Assembly and fabricated metal
Who explains guards, material handling and hearing protection?
Food and beverage production
Who explains clean entry, chemical labels and hot surfaces?
Wood, paper and similar materials
Who explains dust, machine and fire controls?
Chemical, plastics and process production
Who explains product hazards, process boundaries and alarms?
Electrical, electronics, textile or other production
Who checks the equipment, task PPE and work setup?

From an approved location, identify guards and work-area boundaries. Who receives a missing-guard or jam report?

What are the heat, rest and strain-prevention plans? Where do I get lifting help and clean up?

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 recorded open items. The employer keeps required training and work-authority records. These names record this discussion separately from the online score.

Learner name and acknowledgement date

Supervisor name and acknowledgement date