Public Administration Safety Orientation

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

Confirm the agency plan and permission for your actual work

General awareness only. The quiz and this form do not qualify police, fire, EMS, security, inspections or emergency response, or authorize field entry or work. Specialized tasks require separate instruction and qualifications. The employer confirms which federal, state, local or other agency safety program applies to this assignment.

Free with an account. Allow 30 to 60 minutes total: online learning plus this supervisor walkthrough.

If you are not sure, 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 agency contact

Agency, office and approved meeting point

Walkthrough date

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

01 / Before entry or the first task

What are my actual duties and task limits? Who checks age rules, training, qualifications and permission?

Which agency safety program applies? Who explains it and provides trained help and backup?

Show permitted routes and restricted areas. Who confirms host access, traffic separation and field-entry limits?

Find it together

Ask the agency and host to show the local plan from an area you are allowed to enter.

Keep resident names, case details, access codes and sensitive security information out of this form. Record general instructions only. Do not test alarms, touch controls or handle a spill, sharp or unknown item for this worksheet. In immediate danger, move to safety and get emergency help without waiting for routine permission.

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

Show alarms, exits, assembly and shelter areas. What is my role in helping and accounting for people?

Show field check-ins and lost-contact steps. Which traffic and weather changes stop work?

Where are first aid supplies and any AED? Who is trained to help? How do I report injury or exposure?

Show a safe retreat route. How do I get backup or emergency help with threatening behavior?

Where are extinguishers? What is my fire role? Knowing PASS does not authorize firefighting.

Show exact product labels and immediate safety data sheet (SDS) access. Who explains safe use?

Which personal protective equipment (PPE), fit and training apply? Who checks exposure programs?

Leave unknown sharps, spills and suspect items alone. Who gives trained help? Where is any required emergency washing station?

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

Government offices and public counters
Who checks workstation setup, records handling, visitor flow and help contacts?
Justice and public-safety support
Which restricted areas and duties need separate training and authorization?
Public-program administration
Who sets safe appointment, visit, privacy and public-interaction procedures?
Regulatory and field visits
Who confirms host access, travel, check-ins, weather and task boundaries?
Emergency, defense and mission support
What is my support role, and who is qualified to direct or perform response?

These settings overlap. Public ownership alone does not define Sector 92.
The employer confirms the safety program, coverage and rules for this assignment.

Who reviews my workstation, repeated tasks, workload and fatigue? How do I report early discomfort?

Who checks loads, carts, tools and handling aids? What needs a trained handler or different plan?

Show the local plan from a permitted area. In my own words, when will I stop and ask if work changes?

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 confirms required training, skills, qualifications, duties and work permission. These names acknowledge a discussion. They do not certify police, fire, EMS, security, inspection or emergency-response qualifications.

Learner name and acknowledgement date

Supervisor name and acknowledgement date