Professional, Scientific, and Technical 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 workplace awareness only. Your employer confirms task training and permission. This worksheet grants no professional license or task qualification. It does not qualify you for lab or clinical work, animal handling or restraint, chemical, biological, radiation or laser work, site entry, equipment use, roof access or electrical work.

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 - choose a path 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?

Show permitted routes and meeting points. Who confirms host access and which areas I must avoid?

Find it together

Use approved meeting points. Ask to be shown; do not test alarms or enter restricted labs, clinics or sites.

Keep confidential client, research, animal-owner, patient, medical and access-code information out of this form. Record general local instructions. Do not handle samples, animals or sharps for this activity. Do not operate or test equipment or climb. In an emergency, get help from a safe place; do not wait for routine permission.

How do I call emergency help? What location and responder entrance should I give?

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

Who is my main contact and backup? How do I reach them on this shift?

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

How do I report threats or customer/client conflict? What is my part in the local security plan?

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

Show actual chemical labels and immediate SDS access. Who handles spills or unknown products?

Which PPE and footwear does this task need? Who checks fit and replaces damaged items?

What is the plan for field visits, travel, 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

Legal, accounting and consulting offices
Who checks workstation fit, handling needs and the plan for client conflict?
Architecture, engineering and surveying field visits
Who confirms host access, permitted routes, check-ins and backup help?
Computer, design, advertising and photography services
Who checks workspace setup, equipment limits and travel or location plans?
Scientific research and development (R&D) and testing labs
Which exposure procedures apply, and who is qualified to explain them?
Veterinary services
Who sets clinic access limits and explains animal, sharps and exposure risks?

Human medical diagnostic labs are in Sector 62.

Which Chemical Hygiene Plan or other exposure procedures apply, if any? Who is qualified to explain them?

Who checks workstation fit and the whole load before moving it? What handling aids may I use?

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. They do not certify task, professional, lab, clinical, animal-handling or site-entry qualifications.

Learner name and acknowledgement date

Supervisor name and acknowledgement date