Real Estate, Rental and Leasing 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, skills and permission. This overview does not qualify you to operate, repair, tow or deliver equipment, access roofs, do electrical work or enter restricted areas. It grants no professional license.

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, 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 and equipment are outside my role?

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

Show permitted property or yard walking routes. How are people kept apart from vehicles and equipment?

Find it together

Use an approved safe place. Do not operate, test or repair equipment, climb, test alarms or enter restricted areas for this worksheet.

Do not record security codes or tenant/customer personal data. Use the approved private process. In an emergency, get help promptly from a safe place; do not wait for routine approval.

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

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

Who is my main contact and backup? Who confirms customer, contractor and work handoffs?

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

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

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

Where are labels and SDS? 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, lone work, check-ins and lost contact?

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

Property management
Who confirms access, contractor handoffs and a safe route around the property?
Brokerage, appraisal and other leasing offices
Who plans visits, check-ins, workstation fit and help if contact is lost?
Vehicle and trailer rental
Where do people walk, and who checks returned vehicles or towing concerns?
Consumer and event goods rental
Who confirms the whole load, handling aids and returned-item defects?
Commercial and industrial equipment rental
Who handles defect reports and confirms trained equipment operators?

How do I report damaged cords or returned equipment? Who handles checks, testing or repairs?

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

03 / Acknowledge the discussion

We discussed the local plan and open items. The employer separately records needed instruction, skills and work permission. These names acknowledge a discussion, not certification, a professional license, equipment qualification or access permission.

Learner name and acknowledgement date

Supervisor name and acknowledgement date