Retail Trade Safety Orientation

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

Confirm the training and permission for your actual work

This overview does not qualify you to operate forklifts, balers, powered meat machines or other equipment, or act as an emergency responder. It grants no work or entry permission. Your employer confirms training, age limits and assigned roles.

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 shift lead

Company, site and approved meeting point

Walkthrough date

Department, retail work area and shift - see examples on page 3

01 / Before entry or the first task

Who is my shift lead, what tasks may I do, and which equipment or work must wait?

Which task and hour restrictions apply if I am under 18? What training and approval are still needed?

Show approved routes for the sales floor, stockroom, receiving and curbside. Where must I wait or ask?

Find it together

Stay in approved areas. Discuss locations and assigned roles; do not operate or test equipment or emergency controls.

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?

Who receives reports of spills, trips, injuries and near misses? What is my backup contact?

Where are first aid, AED and eyewash resources, if provided? Who can give first aid?

If fuel is sold, where are emergency controls and who uses them? Identify only; do not test.

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

Where are SDS and labels for chemicals I use? Who handles unknown spills or damaged products?

Which task PPE and footwear apply? Who checks fit and replaces worn or damaged items?

How do I get help for threats or robbery? Do not confront or pursue anyone; follow the store plan.

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

General sales floor
Who handles spills and approves access to high stock?
Stockroom and receiving
Who clears deliveries and confirms equipment permissions?
Checkout and curbside
Who sets checkout adjustments, pickup routes and weather plans?
Grocery and service departments
Who confirms age limits and task-specific equipment training?
Fuel sales, if applicable
Where are emergency controls? Identify only; do not test.

Who approves tools and help for high-stock access? Who handles unstable displays or stock damage?

Which lifting aids and checkout setup fit my task? Who receives strain or discomfort reports?

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 open items. Employer training and workplace completion records stay separate from the online result. These names acknowledge this discussion; they do not authorize work or entry.

Learner name and acknowledgement date

Supervisor name and acknowledgement date