

SHORT SERVICE EMPLOYEE CHECK LIST

Mentor's Initials as Completed	SSE Initials as Completed	Date Initialed	Short Service Employee sets clear expectations and consequences for safe behaviors.
			Does not take unnecessary risks.
			Asks for help when needed.
			Does not try to lift or handle too heavy of a load. Gets mechanical help when needed.
			Raises awareness of possible hazards.
			Intervenes with unsafe behaviors.
			Understands his/her "stop work" authority and responsibility
			Short Service Employee demonstrates ability to do job required:
			Works in a craftsman-like manner.
			Has clear understanding of job to be done.
			The new employee can use tools safely by:
			Communicating
			Demonstrating
			Observing
			New Employee can identify the following at the work site:
			1. Struck by hazards
			2. Crushed by hazards
			3. Burns and scalds
			4. Sharp objects and precautions
			5. Trip hazards and precautions
			6. Electrical hazards and precautions
			7. Fall hazards and precautions
			8. Hot and / or cold surfaces, piping and equipment
			9. Chemical hazards and precautions
			Emergency procedures
			Emergency communications
			Respiratory hazards and precautions
			Toxic substance hazards and precautions (ex. Bromide)
			Any additional hazards specific to the job site
			Short Service Employee exhibits compliance to:
			General safety rules and policies
			Safety rules and policies specific to the job being performed
			Housekeeping policies
			PPE requirements
			Short Service Employee shows competency on following equipment:
			a. Equipment Name:
			b. Equipment Name:
			c. Equipment Name:
			Other

Mentor Name Printed

Date

SSE Name Printed

Date

Mentor Signature

Date

SSE Name Printed

Date