

**SUMMER-HIRE EMPLOYEE SAFETY ORIENTATION REVIEW**  
(AEA Reg 690-308)

1. Supervisors must give the following safety orientation to each summer-hire employee on the first day of work. This form, when signed, becomes a record of the briefing and will be filed in the employee's file by the supervisor. This form will be kept on file for 1 year after the last day of employment.
2. The supervisor must modify the briefing to include all particular safety aspects of the particular job.
3. Check off items as they are explained to the employee. Leave blank any statement that is not applicable. Additional items, if any, should be listed under "Additional job safety requirements."

<b>Employee's name</b>	<b>Date (YYYYMMDD)</b>
<b>Department</b>	<b>Job title</b>

**Part I — Safety**

- Review specific job hazards (for example, chemicals, electricity, extreme heat, machinery, tools, traffic).
- Review engineering controls that are part of the operation (for example, exhaust, guards, hoists, ventilation).
- Review administrative controls (for example, distance from operation, limited exposure time, rotating jobs).
- Review applicable safe-work procedures (for example, proper lifting techniques, two-person jobs).
- Provide and explain use of personal protective equipment. Also explain why equipment is needed.
- Review written Hazard Communication Program and material-safety datasheets on chemicals that pose a potential hazard.
- Review standing operating procedures on safety and on equipment the employee will be required to use.

**Part II — Fire**

- Review evacuation procedures in case of fire or disaster and walk the employee through primary and secondary emergency-exit routes from the employee's workarea.
- Identify all fire extinguishers in the workarea, explain what types of fire they extinguish, and show the employee how the extinguishers work.
- Identify all area-alarm pull-boxes.
- Identify smoking and nonsmoking areas.

**Part III — Health**

- Identify first-aid stations, services, and equipment available.
- Inform the employee who to contact in case of emergency.
- Identify emergency-response agencies and telephone numbers (for example, ambulance, fire, military police).

**Part IV — Accident Reporting**

- Review procedures for reporting accidents and incidents. Promptly report all accidents and incidents to the supervisor, no matter how minor. DA Form 285-AB or the appropriate Compensation Claim Form (CA-1 or CA-2) will be completed for each accident involving summer-hire employees.
- Encourage summer-hire employees to report unsafe conditions or work practice. The employee's observations are essential to preventing accidents.

<b>Additional job safety requirements</b>	
---	--

<b>date (YYYYMMDD)</b>	<b>Supervisor's name and signature</b>
<b>date (YYYYMMDD)</b>	<b>Employee's signature</b>