

Health Care Departmental Orientation Checklist

Student Name: _____

Department: _____

Orientation	Student	Facility Staff
Safety and Security 1. Understands who should be notified in the event of Injury/Illness or “event” incident while at work. 2. Understands they are responsible for any personal items they bring with them to the facility. (Do not bring valuables)		
Hazardous Materials 1. Knows where to find the Materials Safety Data Sheet (MSDS). 2. Understands what to do and who to notify if there is a HazMat spill or exposure. 3. Understands how to correctly dispose of sharps. Know where the sharps containers are located.		
Emergency Preparedness 1. Knows the location of the Emergency Response Information Chart. 2. Understand his/her role in the event of a disaster.		
Life Safety / Fire 1. Understands RACE. 2. Knows the location of the nearest pull station(s). 3. Knows whom to call if they discover unexplained smoke or fire. 4. Knows the location of the nearest fire extinguisher. 5. Understands PASS. 6. Knows where fire exits are located. 7. Knows the work area evacuation plan.		
General Information 1. Understands the daily observation schedule (i.e., start time, end time). 2. Familiar with the physical layout of the work area (i.e., restrooms, supply room, etc.).		
Student Signature: _____		Date: _____
Staff Signature: _____		Date: _____