Young and New Worker Safety Checklist

INTRODUCTION

Starting a new job can feel overwhelming—especially when everything is new and unfamiliar. You may not always know what to expect, what questions to ask, or how to handle certain situations. Remember, everyone starts somewhere, and asking questions is part of learning.

Because inexperience can increase risk, this checklist focuses on clear communication, preparation, and safe work habits. It highlights practical steps like showing up prepared, limiting distractions, understanding your rights, speaking up, and doing your job safely. Use this checklist to think through what you would do in different situations and to help you feel confident in your daily work.

SHOW UP PREPARED

- ☐ Wear proper clothing and PPE (fits, clean, stored)
- ☐ Arrive rested and ready (not tired, hungover, hungry)
- ☐ Bring lunch/snacks and water; stay hydrated in hot weather
- ☐ Complete safety orientation/training
- ☐ Know emergency procedures (first aid kits, fire extinguishers, exits)
- ☐ Prepare for weather conditions (hot/cold)

LIMIT DISTRACTIONS

- ☐ Follow company cell phone policy

KNOW YOUR RIGHTS

- ☐ Review company policies
- ☐ Use your mentor as a resource
- ☐ Know who to ask for help (mentor, co-worker, supervisor, HR)
- ☐ Understand relevant laws and who to contact for assistance

SPEAK UP

- ☐ Meet with mentor/supervisor daily for task and safety review
- ☐ Practice clear communication (email, text, in person, meetings)
- ☐ Ask questions and confirm instructions

DOING THE JOB

- ☐ Get hands-on training before using machinery
- ☐ Never bypass safety guards/shields
- ☐ Shut off machinery and remove keys before maintenance/cleaning
- ☐ Request and apply feedback
- ☐ Ask specific questions to ensure understanding (e.g., 'I know step one, but what's next?')
- ☐ Confirm who supervises your work and who to go to if they are not available
- ☐ Keep a charged communication device accessible
- ☐ Identify restricted areas; stay clear of moving equipment