

## New hire safety practices and fit for duty checklist

*Before being referred to work as a UTP employee, each new hire is required to affirm that s/he understands the following information by checking the corresponding boxes and signing this form.*

1.  **Overview of the Work:** Your job will consist of the unloading, assembly and disassembly of equipment that supports traveling performances, concerts and entertainment attractions.
2.  Always remember it's during these processes that preventable injuries most often occur.
3.  **Fitness for Duty** means that by signing this document and checking its corresponding boxes, you are able to understand and practice this information. It also means that you will
  - a.  Always present yourself as adequately rested, fed, and able to physically, mentally and safely cooperate with others in this line of work.
  - b.  Always **wear snug-fitting mechanic style gloves and steel toe shoes or boots** (see links for purchasing these items elsewhere on this website)
  - c.  **Always arrive and remain chemically free** of any substance, legal or not, that is known to possibly impair your ability to safely and effectively do your job.
  - d.  Always be mindful that UTP employees agree to be tested for chemical substances as routine procedure prior or during any post injury medical treatment.
4.  **Always and immediately report any workplace injury, illness or hazardous condition to your steward.**
  - a.  Be familiar with the information necessary to complete **UTP accident report forms** which are available on this website.
5.  **Awareness of Forklifts, Scissor lifts, Snorkels and other machinery:**
  - a.  Establish eye contact and awareness with drivers working in your area.
  - b.  Remain clear of travel lanes. Remain alert for reverse gear warning beeps and beacons.
  - c.  Keep well away from wheels, masts, loads and forks. ***Never*** ride as a passenger.
6. **Proper lifting techniques:**
  - a.  Mentally go over the entire lift before you commit. Center the load between your feet.
  - b.  With head back and back straight, bend your knees to lower your body to reach the load
  - c.  Always lift with your legs—never from your waist. Keep the load centered and close.
  - d.  Pivot the load by redirecting your feet and body, never by twisting at your back or waist.
7. **Managing Rolling Containers (RC) e.g. racks, road cases, dollies, hampers—anything on wheels:**
  - a.  Never attempt to move an RC you can't see around or safely control without help.
  - b.  Never pace your RC faster than a steady, controlled walk.
  - c.  Never leave your RC unattended or insecurely blocked on an unlevel surface.
  - d.  Never place your hands on a RC where they can be crushed by shifting contents.
  - e.  Always maintain a distance of 6 + feet between your RC and the pusher ahead or behind.
8. **Slip/Trip/Fall Hazards:**
  - a.  Never walk while using handheld electronics or while distracted.
  - b.  Practice *looking* up and around, and conscious of what you are doing at all times.
  - c.  **Never step backwards without really SEEING what's behind you first.**
  - d.  Beware of stepping on anything between the sole of your shoe and the floor.

Applicant's Signature \_\_\_\_\_ Cell phone# \_\_\_\_\_

Printed name \_\_\_\_\_ Date \_\_\_\_\_