**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. ❏ **N**ever 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#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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