Company Culture, Operations, OSHA/Safety & Regulatory Compliance Orientation **Rev. Jan 2020**
(6 HOUR CLASSROOM TRAINING)

Employee Name _____ Date of Hire _____

Company Culture "Presenting Your Services"	INITIAL	DATE
1. Explain importance of proper uniform	_____	_____
2. Explain facility cleanliness policy and why		
3. Explain No Smoking Policy	_____	_____
4. Explain "Customer Convenience" policy	_____	_____
5. Explain training programs	_____	_____
Operations: Duties & Responsibilities		
1. Concierge	_____	_____
2. Lead Concierge	_____	_____
3. Supervisor	_____	_____
Purpose & Use of Personal Protective Equipment (PPE):		
Safety Glasses Caps/ Visors Slip Resistant Shoes		
Ear Plugs Bio-Shield Masks	_____	_____
Safety Orientation		
1. Review Safety Policy Statement	_____	_____
2. Review of Health and Safety Plan	_____	_____
3. Lifting procedure explained and demonstrated	_____	_____
4. HazCom procedure explained and demonstrated on website	_____	_____
5. Applicable Operating Procedures reviewed	_____	_____
6. Workers Compensation Insurance explained	_____	_____
7. Temporary Disability Insurance (TDI) explained	_____	_____
Regulatory Compliance Orientation:		
1. Spill prevention control & counter measures (SPCC)	_____	_____
2. Used oil handling/ disposal procedures	_____	_____
3. Oil water seperator, purpose & use	_____	_____
4. Spill Kits, purpose, & use	_____	_____

Completed: Instructor: _____

_____
Employee Signature Date

_____
Senior Management Signature Date