



Health Safety Orientation Site Orientation-Questions to ask

As part of new employee orientation, please review the following questions with the HS Supervisor/Teacher relating to classroom or socialization health and safety procedures.

1. Review site risk reduction plan/emergency procedures.
What are my responsibilities for: Fire Drills, Tornadoes, Blizzards, Lock Down?
2. Are there any special care plans, allergies, or special diets in our classroom?
Where are these found/posted?
3. Are there any medications that must be administered in the classroom?
Where are these stored?
4. How are Daily Health Checks performed?
5. What is and how do I complete an Incident, Injury, Illness Report?
6. What are the procedures for handwashing, toothbrushing, diapering?
7. What is the procedure for washing or sanitizing tables and toys?
8. How do I know who can pick up the children and how do I know they are who they say they are?
9. What are the procedures or systems for monitoring and updating child head counts?