

Loss Control Bulletin

The purpose of this bulletin is to provide a framework for new employee orientations. New employees are more likely to have a work-related accident or injury than experienced workers. The safety orientation will provide knowledge and skills needed to perform their jobs safely and prevent accidents.

Whether the orientation is conducted by a manager, supervisor, human resources, or other representatives, employees need to understand that safety is a priority from their first day of employment.

To establish a positive safety attitude, management must discuss and reinforce the following with every employee:

- The company is committed to providing a safe and healthy working environment for all the employees;
- Management is sincerely interested in the prevention of accidents;
- Although accidents can occur, they are usually preventable;
- All employees are required to report unsafe conditions or unsafe practices to their immediate supervisor;
- Management does not expect an employee to perform a job assignment that is not safe;
- All injuries, no matter how minor, and any near misses, must be reported to the immediate supervisor;
- Supervisors will be responsible for providing detailed job instructions and no employee is expected to perform an assignment until proper instructions have been given and the assignment has been authorized by the supervisor;
- Explain supervisors' responsibilities with respect to safety. This includes making certain that a new employee fully understands that supervisors are responsible and accountable for job instructions along with assuring safe working procedures and conditions.
- Safety record of the company
- Safety activities performed both by the company and department
- Introduction to safety committee representative
- Safety rules and procedures, including disciplinary measures

Once the supervisor has verified to his/her satisfaction the level of training, knowledge, and skills that the employee has, he/she can begin providing the employee specific job instructions with emphasis on hazardous exposures and conditions.

The supervisor then should have the employee explain and execute those instructions until the supervisor is completely satisfied that the instructions have been understood.

The Sample Safety Orientation Checklist provided below is intended as a guide to creating a custom checklist that reflects the equipment and operations of your particular operations.

Sample Safety Orientation Checklist

<p>1. Clothing and Attire</p> <ul style="list-style-type: none"> <input type="checkbox"/> Footwear- Discuss type required/permitted. <input type="checkbox"/> Personal Clothing- Discuss requirements and hazards of loose-fitting clothes and jewelry. <input type="checkbox"/> Discuss hazard of hair length around equipment. <input type="checkbox"/> Safety Equipment- Discuss and issue required personal protective equipment. Instruct on proper use. <p>2. Material Handling</p> <ul style="list-style-type: none"> <input type="checkbox"/> Lifting in general- Discuss common sense lifting tips. <input type="checkbox"/> Assessing the weight before lifting. <input type="checkbox"/> Check for labels giving weight information. <input type="checkbox"/> Performing a test tug or lift before trying to fully lift and/or carry it. <input type="checkbox"/> Use material handling equipment or ask for help. <input type="checkbox"/> Demonstrate the correct way to lift, push, pull, or move every type of item that the employee will be expected to handle. <input type="checkbox"/> Storage handling- Review items that are sharp, fragile, caustic, slippery, etc., or that may provide special lifting, moving or handling problems. <input type="checkbox"/> Identify items requiring gloves or other protective devices. <input type="checkbox"/> Material storage- Show where materials, pallets, etc., may and may not be stored. <p>3. Facility Orientation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Take employee on a tour of the facility to familiarize employee with the locations of: <ul style="list-style-type: none"> <input type="checkbox"/> Emergency exits <input type="checkbox"/> Fire extinguishers <input type="checkbox"/> Alarms <input type="checkbox"/> Fire hoses <input type="checkbox"/> First aid kits <input type="checkbox"/> Emergency supplies <input type="checkbox"/> Demonstrate how to use firefighting equipment <p>4. Hazardous Substances/Materials</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review with the employee all hazardous substances or materials used or stored throughout the facilities. 	<ul style="list-style-type: none"> <input type="checkbox"/> Review personal protection equipment required to handle hazardous materials. <input type="checkbox"/> Review proper handling and storage of chemicals. <input type="checkbox"/> Review proper handling and storage of flammable liquids. <input type="checkbox"/> Review proper handling and storage of Hazardous Waste Materials. <p>5. Equipment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review the proper use and operation of all equipment to be used by the employee. <ul style="list-style-type: none"> <input type="checkbox"/> Forklift <input type="checkbox"/> Other Material Moving Equipment <input type="checkbox"/> Ladders <input type="checkbox"/> Knives <input type="checkbox"/> Power Tools <input type="checkbox"/> Hand Tools <p>List Other Equipment discussed:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>6. Accidents and Unsafe Conditions</p> <ul style="list-style-type: none"> <input type="checkbox"/> Discuss the importance of accident prevention and reporting. <input type="checkbox"/> Review company policies and procedures on reporting and investigating injuries. <input type="checkbox"/> Review how to report unsafe conditions. <input type="checkbox"/> Review responsibilities for correcting unsafe housekeeping conditions. <p>7. Review Safety Rules</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review safety rules and enforcement policy. <input type="checkbox"/> Review disciplinary procedures.
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Trainer _____ Trainee _____ Training Date _____