

SafetyAlert

We're Serious About Safety

New Hire Orientation Safety Training

After only two days on the job, a new employee's finger is amputated because he by-passed a guard and wiped off a press cylinder with a cloth. The cylinder drew both the cleaning cloth and the employee's hand into the press. This injury could have been prevented had the new hire orientation training of the employee included written instruction, hands-on demonstration, and a mentor to observe and instruct the new employee on the company's best practices.

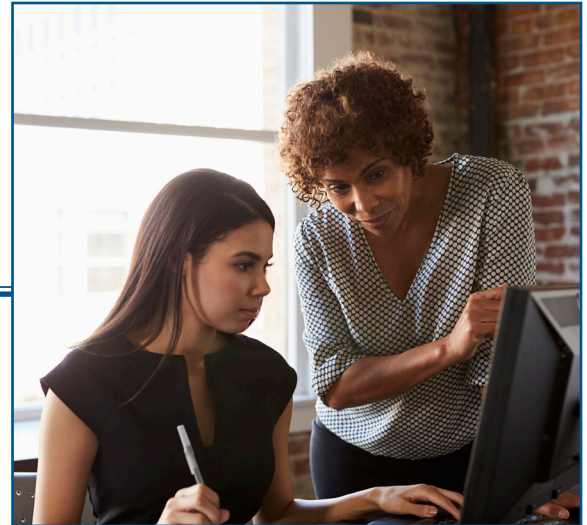
Purpose

It is important to provide appropriate safety and health training to new employees and to existing employees who have received a permanent or temporary transfer to a new job or to another department. Orientation safety training will also meet certain requirements of OSHA's Occupational Health and Safety Act. Who is going to be responsible for orientation safety training must be considered with each new hire or employee transfer.

The purpose of orientation safety training is to make new and existing employees aware of specific safety and health hazards associated with their job, safeguards to take when performing the job and how their behavior affects the safety of other employees. Orientation safety training should provide information on both hazards and the necessary procedures, safeguards, personal protective equipment, and other measures required to perform the job safely. The training will also help reduce employee anxiety and stress which often accompanies the start of a new job and/or change in environment/assignment.

Procedures

- Explain the company and job specific safety rules.
- Explain importance of prompt reporting of all injuries.
- Encourage employees to report unsafe work conditions.
- Demonstrate safe work practices including but not limited to personal protective equipment, guarding, lockout/tagout, safe lifting procedures.
- Review the company's emergency evacuation plan.
- Assign a trusted existing employee, preferably an experienced one, to mentor the new employee.



Safety Orientation Training Checklist

- Explain the function of the department
- How to Report Injuries
- Report Unsafe Conditions
- Demonstrate safe work practices associated with the job, including lifting and proper attire
- Personal Protective Equipment
- Lockout/Tagout
- Guarding
- Hazard Communication/Right to Know
- Housekeeping Procedures
- Emergency Action Plan including location of exits and meeting place
- Safety Committee Member List
- Demonstrate equipment operation



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