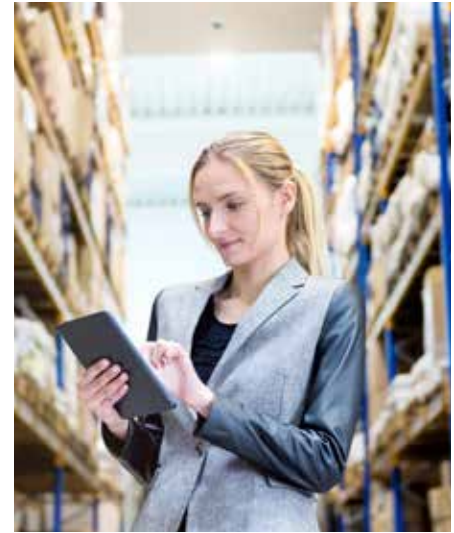


New Employee Safety / Health Orientation

New employee safety training includes both general facility safety training, as well as job-specific training, which is crucial if workers are to gain both knowledge and the capability to complete a job safely. New employees are especially susceptible to injuries due to unfamiliarity with the job functions and safety measures associated with those job functions.

According to the Bureau of Labor Statistics, 5,333 workers died on the job in 2019. This equates to approximately 15 deaths every day. Safety training is an imperative to ensure workplace safety and to avoid workplace injury or death. Employee injury and death can be reduced with proper education, safety engineering, administrative controls, and personal protective equipment.



Why is new employee orientation important?

The safety and well-being of staff members

Proper safety training helps employees understand the various hazards associated with your facility, and the proper way to complete the job with the least exposure to injury or health. Safety training is applicable to all levels of staffing, including management.

Lower costs

Proper safety training can reduce accidents and injuries. This can save costs related to lost-time work injuries, finding replacement staff for injured employees, damage to equipment, insurance premiums, re-training costs, OSHA violations, and more.

Compliance

Safety training is also required of employers by local, state, and federal standards. This can include OSHA, MSHA, NFPA, etc.

*See **helpful links** below or contact your local West Bend Loss Control representative for assistance.*

Additional benefits of safety training

- Employee awareness – increased awareness of surroundings / equipment / hazards
- Increase employee morale
- Reduction of accidents and injuries
- Helps retain talent
- Increased communication

Developing an effective new employee orientation program

Safety training is useful for both reducing employee injuries and educating employees on workplace safety. Use these tips to develop effective safety training:

- Develop relevant training – making training relevant to the facility and specific jobs.
- Job Hazard Analysis (JHA): A process of analyzing specific job functions to determine all job-related hazards. Controls are developed to reduce the potential of injury (physical guarding, administrative controls like job rotation, personal protective equipment, and safety procedures). JHA's can be used for initial and ongoing safety training.

New Employee Safety / Health Orientation



- Ensure understanding of the training through discussion, quizzes / tests, etc.
- Use visual and hands-on training modules.
- Train all levels of employment.
- Develop ongoing training programs to ensure staff are refreshed periodically on safety protocols.
- Ideally, training would be conducted before the employee begins work, although note that some additional training will be required when conducting on the job / task specific instruction.

What should be included in my new employee safety orientation?

New employee training should include training for the position / job hired, as well as other facility safety items or general hazards of the facility or jobsite. Training can be conducted through classroom training, video training, on-the-job training, etc., or a combination of all. Although there may be additional job or industry-specific safety training items, these are examples of common items included in new hire safety training:

Site Specific Items

- Return-to-work programs
- Injury reporting / near-miss reporting
- Hot work protocols
- Temperature extremes (heat / cold)
- Basic electrical safety
- Lifting / back safety
- Power tool use
- Extension cord use
- Housekeeping
- Workplace violence
- Sexual harassment
- Emergency phone numbers / how to contact emergency services
- Severe weather protocol / areas of refuge
- Fire-related protocol / gathering locations
- Emergency exit locations
- Fire extinguisher use

OSHA related items

- Ergonomics programs
- Machine safety / guarding / operation
- HAZCOM / MSDS (OSHA 1910.1200; 1926.59)
- Hearing protection program (OSHA 1910.95)
- Respiratory protection program (OSHA 1910.134; 1926.103)
- Confined space program (OSHA 1910.146)
- Personal protective equipment (OSHA 1910.132)
- Lockout / Tagout program (OSHA 1910.147)
- Fall protection program (OSHA 1910.140; 1926.501)
- Ladder safety (OSHA 1910.23; 1926.1053)
- Forklift training / awareness (OSHA 1910.178)

These items will help in the development of a new employee safety training program. It's also recommended that a new-hire safety training checklist be developed using the items listed above, as well as other job-specific safety training. All training should be documented.

Helpful Links

OSHA: <https://www.osha.gov/training>

MSHA: <https://www.msha.gov/training-education>

West Bend Safety Resources: <https://www.thesilverlining.com/loss-control-resources>

Safety Videos: https://demo.jjkellertraining.com/west-bend-vod?filter=more_options&value=video_on_demand