

Recommended Industry Safety Practice

An ISRI Safety Council Recommendation

Adopted by ISRI Board April 7, 2008

New Employee Training

Introduction

It's no surprise that a disproportionate number of accidents and injuries involve workers who have been on the job for a relatively short period of time. The law and common sense both mandate that *every employee* be educated on the presence of hazards in the workplace, and on the means to mitigate those hazards *before they are exposed* to them. It is simply not enough to welcome a person to the payroll and then send them off into the scrap processing environment without a thorough orientation.

Language is important. Even the most rudimentary training requires effective communication. If a member of the workforce does not speak English, it is incumbent upon company management to provide training in a language that the worker understands. It is equally important that the worker be able to communicate safety concerns back to management.

Responsibility and Authority

Those responsible for the training shall be clearly defined.

Management shall identify a Designated Company Official whose responsibility it will be to identify training needs, define employee qualifications, conduct and/or coordinate training as needed, and assure that effective, appropriate training has been provided to all employees.

Procedure – New and Temporary Employee Training

Before hiring a new employee, the Designated Company Official shall document and verify the qualifications of the candidate. If the job candidate does not meet the qualifications, the candidate may not be hired or may be conditionally hired pending successful completion of a training program that will allow the candidate to acquire the required qualifications.

Before a current employee moves to a new job, the Designated Company Official shall verify the employee's qualifications for that job.

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Before being assigned to a job, a new or temporary employee shall be equally trained according to the New Employee Training Checklist.

On-the-job training is conducted until the Designated Company Official determines that the employee has been adequately trained. *All training must be documented.*

Training may be provided to an employee individually or as part of a group.

New And Temporary Employee Training Checklist

- Accident Reporting
- Back Injury Prevention – Safe Lifting Techniques
- Bloodborne Pathogen
- Company Safety Policies
- Compressed Gas Cylinders
- Conveyor Safety
- Disciplinary Program
- Drug & Alcohol Policy
- Electrical Safety
- Emergency Action Plan
- Emergency Response
- Evacuation Routes/Mustering Areas
- Ergonomic Issues
- Eye Wash Locations
- Fall Protection
- Fire Extinguisher Training
- Fire Safety
- First Aid
- General Safe Work Practices
- Hand & Power Tool Safety
- Hazard Communication Training
- Hearing Protection
- Housekeeping
- JSA for Employee's Area
- Ladder Safety
- Lead
- Lockout/Tagout
- Machine Guarding
- Material Data Safety Sheets
- Personal Protective Equipment
- Hard Hats
- Gloves
- Eye Protection

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- Safety Shoes
- Plant Orientation
- Pollution Prevention Plan
- Radiation/PCB Training
- Rail Safety
- Reporting Unsafe Conditions
- Respiratory Protection
- Safety Contacts/Safety Meetings
- Watching For Mobile Equipment

Subsequent Training For New And Temporary Employees

- Baler Safety
- Confined Space
- Crane Training
- Forklift Training
- Front End Loader training
- Preventive Maintenance Checklists
- Radio Etiquette
- Machine/Equipment Specific Training
- Skid Steer Training
- Torch Training
- Truck Driver Safety Training
- Welding Training

Ongoing Training

The Designated Company Official will determine the training needs for employees.

- All affected employees must be trained when a new procedure is implemented.
- Retraining must be provided annually for applicable Safety and Environmental Programs. Retraining on all Company procedures must be provided when management has reason to believe an employee has not retained the requested understanding or skill, or if changes in the workplace require additional training.
- Each employee's supervisor must review the safety performance for an employee during the employee's performance evaluation (at least annually).
- Training shall include, as appropriate:
 1. Lectures
 2. Audio and Video Tapes
 3. Overhead Projection
 4. Games

5. Quizzes
6. Discussion
7. On-the-Job Training
8. Contracted Off Site Courses or Instruction

Annual Training Review

- Blood Lead Screening and Review
- Bloodborne Pathogens
- Brake Adjustment Awareness for Drivers
- Confined Space Review
- Crane Inspection and Training Review
- Evacuation Drill
- Fire Extinguisher Training
- Forklift Training (Every 3 years for employee)
- Hearing Testing & Hearing Protection Training
- High Lift Training
- Air Sampling & Employee Review
- Lead Training
- Lockout/Tagout Training
- MSDS Review
- Railcar Review
- Respirator Training
- Welding/Torching Training Review

MULTILINGUAL TRAINING

Each Company must define procedures to insure that employees with limited English skills are prepared to comply with all applicable Company requirements. The means by which to assure compliance with this section may include:

- Use of safety manuals written in various languages;
- Use of multilingual safety personnel or translators;
- Conducting separate training sessions;
- Use of language-specific procedures;
- Use of language-specific machine instructions;
- Use of pictures as a means of communication;
- Use of language-specific quiz/tests sheets;
- Hands on testing.

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