

# SAFETYPOINT



Scrapyard Safety Training

## NEW EMPLOYEE ORIENTATION

**Make** the time to **spend** some time with **every** new employee, *including temps*, and cover **at least** the following issues:

- If I get hurt, who do I tell and when?
- What PPE is required to do my job safely? Why? How do I wear it?
- Where do I go in case of fire, tornado, and other emergencies?
- Where is the First Aid Kit in my work area?
- Where are the MSDS sheets?
- What is Lockout/Tagout? Can I do it?
- Why are machine guards in place? Do I ever take them off?
- Can I get on a forklift today? What training do I need to operate equipment?
- Where is the eyewash station?
- Are there any restricted areas where I cannot go? What are the hazards there?
- Where are the traffic areas?
- What hazards are there near my work area?
- Where are the high hazard areas?
- How close can I stand to mobile equipment?
- Are there any confined spaces? Can I go in them?
- Where are the fire extinguishers in my work area?
- Are there trains near my work area?
- How does what I do fit into the overall operation?
- How do I report a near miss?
- Can I get fired for doing something that's not safe?

Your operation may have other items you need to discuss with your new employees. Make the time to do this *before* they start work. Don't rely on a temp agency to properly train your workers on the processes and hazards of your operation. Document this process. Make no exceptions.

**ISRI**

Institute of  
Scrap Recycling  
Industries, Inc.

Voice of the Recycling Industry

Send comments or questions to: [isrisafety@isri.org](mailto:isrisafety@isri.org)