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.