

New Employee Safety, Health and Environmental Orientation/Training

Summary

Proper orientation and training of new employees is important in operating a successful and safe business. Various elements of the orientation/training provide the new employee with information and knowledge necessary to function safely and also helps meet certain OSHA training requirements.

Orientation

New employees should go through a Safety, Health and Environmental (SHE) orientation before they begin work. The orientation should begin the first day of employment and continue until completed. The orientation should introduce the new employee to the general workplace requirements by communicating the key information the new hire needs to know about policies, procedures, programs, plant layout, rules and other requirements. By orientating the new hire properly, a smooth transition can be made to the next step – training.

Training

New employees are required to be trained prior to performing any task/job that presents a potential hazard. The new hire should not be assigned a task/job until he has been properly trained on how to perform the task/job properly and safely and has been authorized to perform that task/job by the supervisor. Training is much more comprehensive than orientation. Some training has very specific training requirements/elements established by OSHA standards, which can be found in Sections 15 and 16 of this manual.

Checklist (Attachment)

The *New Employee Safety, Health and Environmental Orientation/Training Checklist* serves as a tool to help ensure the core SHE orientation/training items are not forgotten or overlooked during the course of the orientation and training. The checklist can be initiated for each new employee and the orientation items can be checked off as each topic is appropriately covered with the new hire. As the training items are completed, the completion date and the name of the trainer can be recorded across from the training topic.

Guide (Attachment)

The *New Employee Safety, Health and Environmental Orientation/Training Checklist Guide* can assist with the execution of the checklist items during the orientation and training of the new hire. The guide defines the objective of each checklist item along with the identification of resources and tools to help meet these objectives. The guide is formatted to follow the checklist format.

Responsibilities

One person should be designated as having the overall responsibility and accountability for the orientation/training of new employees. The actual orientation/training may involve several individuals, but only one person should have the overall responsibility to see that it is properly completed.

Recordkeeping

The checklist can serve as the document for recording the new employees orientation and training. The completed checklist should be retained as a permanent record.