

# **New Employee Safety, Health and Environmental Orientation/Training Checklist Guide**

This guide is provided to help you with the orientation and training of new employees. The guide is set up to follow the checklist format. Each section of the checklist is covered in this guide with clarification of why it is important to discuss the topic and resources that may be used to provide a meaningful orientation.

## **1. General**

The intent of this section is to begin to familiarize the new employee with some of the requirements of the plant and to acquaint the new employee with the operation and meet the other employees. A tour will give you the chance to make the new employee familiar with the equipment and become aware of hazardous areas. This is the opportunity to make the new employee feel welcomed, but also to let the new employee know some of the basis requirements he must comply with. This section provides the opportunity to talk about safety in general, past and present, and establish the importance of safety within the organization. Make sure as a minimum, that you cover at least the seven topics listed in this section of the checklist.

## **2. Emergency Procedures**

This is critical information that the new employee must become familiar with. He must fully understand his responsibilities and how he should respond to various emergency situations. Each item on the checklist, written or otherwise, should be reviewed and discussed with him. Encourage the new employee to ask questions.

## **3. Injury/Illness Prevention**

Explain your accident reporting requirements. When and how are accidents to be reported? How do you report accidents after normal working hours? Explain how and where medical treatment is provided. Explain what your requirements are for reporting accidents, near misses and property damage.

## **4. Training**

## **Hazard Communication Program**

You should have a written Hazard Communication Program, which should describe how the standard will be implemented and how training will be accomplished. Your new employees need to be trained to the requirements of your written program and the OSHA standard. He needs to have access to the written program, hazardous chemical list and the material safety data sheets. Additional information on this program can be obtained from the GAWDA OSHA Manual, Section 17.

### **First Week**

#### **1. Safety, Health and Environment Programs**

**Safety and health policy statement** - You should have a written Safety, Health and Environmental (SHE) Policy signed by the highest-ranking company executive. This policy communicates and demonstrates management's commitment to the principles of SHE. This is the opportunity to review the contents of that policy with the new employee. If you do not have a written policy, a sample policy that can be made site specific is in the GAWDA OSHA Manual, Section 13, pages ii and iii.

**Injury and illness prevention program** - This is a general overview of the facility safety program. You want to review the program in enough depth so the new employee has a basic understanding of the main elements of the program.

**Location safety rules** - If you have written site-specific safety rules this is the time to review and discuss them with the new employee. Inform him where the rules are posted. It is recommended that you give the new employee a copy of the rules.

**Hazardous work permits requirements** - If you have a work permit system, explain to the new employee when a permit is required for tasks such as hot work in a non-designated area, how to secure the permit and who is authorized to issue the permit.

## **Other pertinent SH&E programs and procedures -**

This section provides the opportunity to give an overview of the tools you have put into place to control hazards and to help ensure a safe workplace. You may want to review with the new hire such things as your Safety Meeting Program, personnel housekeeping expectations, Housekeeping Inspection Program, Safety and Health Inspection Program, Drug/Alcohol Policy, Employee Assistance Program and any unique programs and procedures specific to your location.

**Employee rights and responsibilities** – All employees have a right to seek a safe and healthy work environment without fear of punishment. That right is spelled out in Section 11 (c) of the OSHAct. All employees have a right to have access to exposure and medical records, observe monitoring procedures and to see testing results, work cooperatively to reduce hazards, right to refuse to perform unsafe work and a right to file a complaint with OSHA.

All employees have a responsibility to follow all lawful employer safety and health rules, report hazardous conditions to their supervisor, report any job-related injury or illness to the employer, cooperate with OSHA during inspections and exercise rights under the OSHAct in a responsible manner.

**Supervisor/manager responsibilities** - The employer has an obligation to establish work rules designed to prevent workplace injuries and illnesses, to develop and implement an effective SH&E program, to comply with OSHA standards, to adequately communicate and train all workers for compliance with OSHA standards and work rules, to take steps to discover workplace hazards and OSHA violations and to effectively enforce workplace rules and procedures.

**Safety Committee** - If your location has a Safety Committee, take this opportunity to review the purpose of the committee, the members of the committee, how often the committee meets, present and possible future activities of the committee and how the new hire

can access or become involved to make the safety committee more effective.

**Reporting hazards** - Each employee has a responsibility to report all recognized hazards to their supervisor immediately.

**Personal housekeeping and general housekeeping requirements** - Good housekeeping is a vital part of employee safety. Housekeeping is everyone's responsibility and each employee will be held accountable for good housekeeping in his area of responsibility. His role in housekeeping safety is to prevent and remove hazards by keeping the work area in good condition continually, not just on an occasion when he has nothing better to do.

## **2. Education and Training Prior to Exposure**

**Discuss and provide specific work practices for employee's work area** - This section provides the opportunity to review specific work practices and safety precautions that need to be in place to ensure the safety of the new hire and other employees in the work area. It is suggested that each location develop a list of such work practices and precautions that can be reviewed with the new hire during this portion of the orientation.

**Signs/labels/restricted areas** - A good place to start with this section is to review your labeling requirements as spelled out in your written Hazard Communication Program. If you use alternative labeling, like the NFPA or HMIS systems for in-plant or stationary containers, you need to ensure the new hire understands the color and numeric values assigned to these systems. If you have restricted areas in the workplace, this is the opportunity to review those restricted areas with him.

**Awareness of potential workplace hazards** - The following are some examples of workplace hazards that may exist in the workplace.

1. Eye, foot, head, and hand hazards that may exist in the work area.
2. Lifting heavy objects.
3. Physical and health hazards from gases and other hazardous chemicals on site.

Each location should develop a site-specific list of workplace hazards to review with the new hire.

### **Required safe practices for inherent workplace hazards:**

1. For eye, foot, head, and hand hazards wear the appropriate personal protective equipment (PPE).
2. Use proper lifting equipment for heavy objects, be properly trained on use of equipment before using, don't overload and make sure the load is balanced. If manual lifting is required don't lift with your back, bend at the knees. If object is heavy or awkward, get help. (See "*Back Safety*" Safety Topic November 2004)
3. You may want to review the necessary safe practices for handling gases and other hazardous chemicals on site at this time. This review can be in addition to the required Hazard Communication Training.

**Cylinder cart usage requirements** - Review your requirements for the use of cylinder carts when moving cylinders.

**Liquid cylinder cart requirements** - Review your requirements for the use of liquid cylinder carts when moving liquid cans.

**Safe lifting practices** - You may want to refer to the November 2004 Safety Topic “*Back Safety*” as a guide when covering this topic. In addition, at [www.freetraining.com](http://www.freetraining.com) there is a free back safety presentation you may want to use.

**Nesting of cylinders** - Illustrations of proper cylinder nesting can be found in your GAWDA OSHA Manual, Tab 30, Page 3 or in the March 2005 Safety Topic “*Cylinder Storage and Securement.*”

## **Within First Month (Prior to Exposure or Risk)**

### **1. Identify by Check Mark Additional Required Training**

The following are resources and aids that may help you to complete the necessary training. Not all training listed under this section is necessarily applicable, but each training topic must be considered.

**Hazard Communication** – This training is required under 29 CFR 1910.1200. Refer to page 44 in Section 15 of your GAWDA OSHA Manual for complete training requirements. Your new employees need to be trained to the requirements of your written program and the OSHA standard. OSHA has many hazard communication resources available on its web site at [www.osh.gov](http://www.osh.gov). A free training aid is also available at [www.freetraining.com](http://www.freetraining.com). Additional information on this program can be obtained from the GAWDA OSHA Manual, Section 17.

**Respiratory Protection** – Respirator training requirements are explained in 29 CFR 1910.134. Details outlining the required training elements can be found in Section 15 of your GAWDA OSHA Manual on pages 17 and 18. Refer to your GAWDA OSHA Manual, Section 32 and your written program for all the necessary elements that must be covered with the new employee.

**Hearing Conservation** - Hearing conservation is covered by OSHA standard 29 CFR 1910.95. The necessary training elements can be found in your OSHA Manual, Section 15, page 6. Refer to Section 19 of your OSHA Manual for the complete standard. This subject is also covered in the May 2004 Safety Topic “*Hearing Conservation*”.

**Lockout/Tagout Procedures** – The Control of Hazardous Energy (lockout/tagout) is covered under CFR 1910.147. The training elements are covered in your GAWDA OSHA Manual, Section 15, pages 20 and 21. Additional information on this topic can be obtained in the September 2002 Safety Topic “*Lockout/Tagout*” and GAWDA Welding & Gases Today, Summer 2005 article “*Lockout/Tagout*”.

**Confined Space Procedures** – All personnel involved in confined space entry must receive training in their specific duties as stipulated in CFR 1910.146. More detailed information and help can be found in your GAWDA OSHA Manual, Section 22 and in Section 15, pages 19 and 20. There is additional information on this topic in the December 2002 Safety Topic “*Confined Spaces*”.

**Fork Lift Truck Operation** – Training and certification is required before a new employee may operate a lift truck. The training requirements are covered in CFR 1910.178. Details regarding the training can be found in your GAWDA OSHA Manual, Section 21 and Section 15, pages 26 – 29. There is also a free training package available at [www.freetraining.com](http://www.freetraining.com) that may supplement your training.

**Bloodborne Pathogen Program** – The Bloodborne Pathogens standard CFR 1910.1030 has a training element that must be met for those employees at risk. Bloodborne Pathogens training requirements are explained in your GAWDA OSHA Manual, Section 15, pages 38-40. Additional information on the topic can be found in Section 37 and in a Safety Topic dated January 2003 “*Bloodborne Pathogens*”. There are also free training aids on the topic at [www.freetraining.com](http://www.freetraining.com).

**Laboratory Safety** - OSHA standard 29 CFR 1910.1450 *Occupational Exposures to Hazardous Chemicals in Laboratories*, provides strict guidelines for laboratory safety. The standard applies to labs meeting the following criteria:

- A facility where the laboratory uses of hazardous chemicals occurs.
- A workplace where relatively small amounts of hazardous chemicals are used on a non-production basis.
- The use or handling of hazardous chemicals is manipulated on a laboratory scale.
- Multiple chemical procedures or chemicals are used.
- Procedures are not part of a production process.
- Protective practices and equipment are available and minimize the potential for employee exposure to hazardous chemicals.

You must train to ensure the new employee is apprised of the hazards of chemicals present in his work area. The training should include reviewing work practices, policies and standard operating procedures for working with hazardous chemicals.

**Specific Standard Operating Procedures** – Before a new employee is assigned a specific task or duty that has a Standard Operating Procedure (SOP), that SOP should be utilized to help ensure the new employee has been trained to that procedure so the task or duty can be performed safely.

**Equipment/Machine Guarding/Hazards** – The purpose of machine guarding is to protect against and prevent injury from point of operation, in-running nip points, rotating parts, flying chips, and sparks. Management must establish controls to ensure that guards are properly maintained and that new employees are trained and understand the importance of machine guarding. All employees are encouraged to report any situation where machine guarding is lacking or inadequate. All employees must not bypass and/or remove machine guarding unless they are qualified to performing maintenance or service activities under the facility lockout/tagout program.

**Electrical Safety Procedures** – Electrical training requirements are established in 29 CFR 1910.332(b)(1). (b) *Content of training.* (1) *Practices addressed in this standard.* Employees shall be

required by §§1910.331 through 1910.335 that pertain to their respective job assignments. At [www.freetraining.com](http://www.freetraining.com) is a free training program entitled *Working Safely With and Around Electricity*.

**Power/Hand Tool Safety** – There are two Safety Topic articles that can be used to help train new employees in power and hand tool safety. Safety Topic, “*Power Tools*” dated December 2003 and “*Hand and Finger Injuries*” dated August 2004.

**Ladder Safety** – Information and details covering ladder safety is available in the April 2003 Safety Topic, “*Ladder Safety*”.

**Driver/Fleet Safety** – Refer to the DOT Training Topics and DOT Function Specific Training sections for information on how to best meet this training element.

**Seat Belt Policy** – Review your written seat belt policy.

**Cell Phone Policy** - Review your written cell phone policy.

**Ergonomics** – OSHA does not have a specific standard that addresses ergonomics other than in California and Washington. . OSHA will site ergonomic hazards under the general duty clause. You can utilize the May 2005 Safety Topic, “*Ergonomics and Musculoskeletal Disorders*” to assist you in covering this topic.

## **DOT Training Topics**

**Entry-Level Driver Training** -This subject is covered in 49 CFR 380-500-513. This is also covered in the Traffic Bulletin, “*Entry Level Driver Training*” dated September 2004.

**Alcohol & Substance Abuse Recognition Training for Supervisors** -This is required by 49 CFR 382.603 and one of the best places to get help for this is the video based training program

from JJ Keller. It will come with a video, a training guide, test and training certifications that are required. There is more detail on this in the Traffic Bulletin, “*Driver Supervisor Drug and Alcohol Awareness Training*”, dated February 2004.

## **Within 90 Days or before working without direct supervision of a trained person**

### **1. Identify by Check Mark Additional Required Training**

#### **Hazmat General Awareness, Safety, and Security**

**Awareness Training** - This is required by DOT and the requirements are found in 49 CFR 172.704. There is more detail available in Traffic Bulletins, “*Hazardous Materials Training*” dated August 2002 and “*Security Training and Documentation*” dated October 2004.

**Security In-Depth Training** - This is where you are required by 49 CFR 172.704 to train your new employees on certain items from your written security plan. More detail can be found in Traffic Bulletin “*Security Training and Documentation*” dated October 2004.

#### **DOT Function Specific Training**

**Driver** - 49 CFR 172.704 and 172.816 requires new drivers to be trained. There is an excellent training manual available from GAWDA called “*Driver Training Manual*.” It is broken into 6 modules and each has a short test. There is also a test that covers the entire manual.

**Cylinder Filling** - DOT 49 CFR 172.704 requires hazardous material function specific training to be done every 3 years. You are required to train the new employee in the aspects of the job, test, and certify the training.

**Cylinder Requalification** - DOT 49 CFR 172.704 requires hazardous material function specific training to be done every 3 years. You are required to train the new employee in the aspects of the job, test, and certify the training.