



Practical Tips

ESTABLISHING SAFETY ORIENTATION AND TRAINING

In order to meet the safety goals that you have taken such care to define, you need to make sure that everyone within your company has the knowledge and skills to achieve them.

Employee Orientation

Employee orientation is where your safety training starts. Of all the topics that need to be covered in new employee orientation, the presentation of safety information should be first and foremost.

- General safety rules and policies
- Housekeeping standards
- Proper lifting, hand tool safety, and ergonomic techniques
- Equipment safety
- Process safety management awareness
- Emergency procedures for hazardous weather and fire:
 - Location of fire extinguishers
 - Location of nearest exit
 - Evacuation procedures and where to meet
- Proper clothing on the job and for specific tasks
- Location of MSDS binder with a brief review about MSDS (more detail can be covered during job training)
- How to report accidents, injuries, and near-misses
- Location of all safety supplies/eye wash and shower locations
- General personal protective equipment information and instruction
- General lockout/tagout procedures
- Medical facilities support/first aid
- Medical response procedures – heart attack, bloodborne pathogens, etc.
- Fire prevention and protection
- Access to exposure and medical records



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Also to include in your orientation:

- Facility tour
- Policy statements
- Benefit packages
- Organized labor agreements, if applicable
- Personnel introductions

This means that you need to offer every employee appropriate safety training. Training is an essential component of an effective safety and health program. Training helps identify the safety and health responsibilities of both management and employees and is often most effective when incorporated into other education or performance requirements and job practices. The complexity of training depends on the size and complexity of the work site as well as the characteristics of the hazards and potential hazards at the site.

Job-Related Employee Safety Training

Some topics you may want to include in your employee safety training (if applicable):

- Electrical safety and lockout/tagout procedures
- Understanding the work process
 - Where materials come from, are stored, loaded
 - Who adjusts the machine and how
 - What to do if material jams, who clears them, and the proper procedure
 - Where the finished product goes – who removes it and when
- Proper machinery operation
 - Turning it on and off
 - Emergency shut off, when and how to use
 - Power sources and locations for locking out machines and equipment during maintenance and/or servicing
 - Odd "quirks" associated with a particular piece of machinery
 - Identification of parts: moving parts, hazardous/dangerous parts and guards/special explanations of their use
- Chemicals used during the job and their properties and risks
- Personal protective equipment (hand, foot, ear, eye, and respiratory) and how to use and maintain them



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- Fall protection
- Confined spaces
- Hazardous materials

Supervisor Training

Supervisors should be trained to understand the key role they play in job site safety and to enable them to carry out their safety and health responsibilities effectively. Training programs for supervisors should include the following topics:

- Analyzing the work under their supervision to anticipate and identify potential hazards.
- Maintaining physical protection in their work areas.
- Reinforcing employee training on the nature of potential hazards in their work and on needed protective measures through continual performance feedback and, if necessary, through enforcement of safe work practices.
- Understanding their safety and health responsibilities.

Instituting Accountability

Once you have **all** employees trained in proper safety procedures, you need to make sure that they understand their responsibility in the safety process. Not only should you make them accountable for their own actions, you should make them willing and enthusiastic partners in the safety process. Understand that communication is the key to achieving this. Information needs to flow effectively and consistently through all levels of the company. Never assume that all employees understand the objectives and goals. Keep reminding them. Encourage all employees to volunteer new ideas and solutions and then really listen to what they have to say. Be prepared to evaluate their input and implement their ideas promptly. And never give them a reason to question either your own personal or the company's true commitment to safety.