

Safety orientation

A professional management approach to employee orientation is a systematic and a sound substitute for trial and error learning and hit-and-miss instruction. The foundation of all orientation activity is planning. Planning includes designing to the particular training needs of employees, both individually as well as in a group. These needs should be determined by a careful check of the requirements of specific jobs in comparison with expected job performance. Each job function should be defined in terms of duties and responsibilities, quality of work expected and mistakes and errors to be avoided.



The goal of effective training is to reduce and eliminate unsafe acts. This training should begin the day the employee is hired. First impressions are critical; therefore, it is essential to start employees with a positive attitude toward safety.

Employee orientation

A successful orientation process has two basic phases and both should be completed before the new employee actually begins working. They are:

- General orientation
- Job orientation

General orientation

Objectives of this training include a firm understanding of the company's loss prevention philosophy, compliance with company rules and all pertinent regulations, and general familiarity with your business.

Job orientation

The training in this phase is the department manager's opportunity to ensure the employee starts off on the "right foot." Managers should train employees on safe operating practices in doing their assigned job, explain all hazards of the job and provide proper protective equipment to avoid personal injury or illness.

As an aid to ensure that all appropriate information has been presented, an employee orientation checklist should be used and signed by the employee. This checklist should be maintained in the individual personnel files.

An effective employee training effort increases worker skill, satisfaction, and motivation. The results are increased productivity, reduced absenteeism, fewer on-the-job injuries, lower incidence of worker sabotage and less employee turnover. A successful employee training program is a critical component of an organization's loss prevention program.

Safety orientation checklist

The information provided herein should be used as general guidelines only. Only an attorney engaged in the active practice of law can give you the accurate legal advice you may need. So, please refer all questions to your attorney.

Employee Name: _____ Date: _____

Job Title: _____ Department: _____

- 1. Explain the function and responsibility of the department in which the employee works _____
- 2. Verify necessary employment background information in accordance with local, state, and federal laws. _____
- 3. Obtain approved motor vehicle record (MVR) in accordance with local, state, and federal laws. _____
- 4. Discuss company loss prevention policy and safety regulations. _____
- 5. Explain accident reporting procedures _____
- 6. Location of first aid and eyewash stations. _____
- 7. Explain emergency evacuation procedures and routes. _____
- 8. Explain smoking regulations in department. _____
- 9. Location of fire extinguishers and fire fighting procedures. _____
- 10. Review Hazard Communication program. _____
- 11. Provide required personal protective equipment and train how to use. _____
 - A. Eyewear _____
 - B. Respiratory _____
 - C. Hearing _____
- 12. Explain hazards associated with other departments. _____
- 13. Discuss housekeeping requirements for assigned workplace. _____
- 14. Explain facility inspection program to identify and correct hazards. _____
- 15. Discuss the electrical lockout - tagout program for department equipment. _____
- 16. Explain facility security procedures and systems. _____
- 17. Eye protection should be worn when grinding, cutting or welding. _____
- 18. Proper footwear and clothing should be worn. _____
- 19. Explain "safe lifting" techniques and discuss material weight limits. _____
- 20. Demonstrate use of available material handling aids/devices. _____
- 21. Explain electrical grounding protection of power tools and equipment. _____
- 22. Discuss vehicle exhaust system. _____
- 23. Explain proper use and storage of flammable liquids/materials. _____
- 24. Discuss proper safeguards for welding and cutting. _____
- 25. Demonstrate designated test drive route and explain procedures. _____
- 26. Explain key control for owned and customer vehicles. _____
- 27. Discuss proper use of hand/power tools and equipment. _____

I have received and understand orientation & training on the subjects stated above.

Employee signature

Manager signature

Zurich
1299 Zurich Way, Schaumburg, IL 60196-1056
800 982 5964 www.zurichna.com

