NEW EMPLOYEE SAFETY ORIENTATION

trainer's guide

TRAINING PROGRAM
# NEW EMPLOYEE SAFETY ORIENTATION

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This guide will help you develop a training program that will support a safe and productive workplace environment for your employees. It will help you to:

- Prepare and organize your training session
- Assemble training materials
- Present the PowerPoint® slide show
- Conduct training exercises
- Stimulate discussion that applies to the topic presented in the presentation and to your organization’s work environment
- Document the training and training feedback for continuous improvement

Training Objectives
New employees who complete this Safety Orientation training will be able to:

- Know their role in workplace safety
- Know their role in workplace security
- Know where to locate safety information in their workplace, including Safety Data Sheets (SDSs)
- Know where to locate and how to contact safety personnel, including members of the Safety Committee
- Know how to follow workplace safety procedures for each task
- Identify safety hazards in their workplace, such as housekeeping issues
- Know how to take care of or report safety hazards, including who to report to and on what form
- Know emergency first-aid procedures, including the location of first-aid kits and other medical sites, such as eyewash stations
- Know what to do in case of fire, including where fire extinguishers are located and when not to fight the fire themselves
- Know how to report accidents and emergencies
- Know emergency evacuation procedures, including at least two routes out
- Know how to apply ergonomics to equipment and practices
- Know how to practice safe lifting
- Know when and how to use material-handling equipment
- Know when and how to use personal protective equipment (PPE)
- Understand basic electrical safety practices, including lockout/tagout
- Understand right to know and recognize chemical hazards

Rationale for Training
Safety orientation training is crucial for all new employees, not only for their own safety but also for that of co-workers. New workers have much to learn when they begin a new job, not all of which is safety-related. Their other orien-
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Orientation materials may, in fact, distract them from safety concerns in such a way that they put themselves and their co-workers at risk.

Safety trainers need to emphasize the importance of safety issues in the company to make sure new employees pay attention and learn the safety practices of their new employer.

Furthermore, as OSHA states in the Training Requirements in OSHA Standards and Training Guidelines manual: “Training in the proper performance of a job is time and money well spent, and the employer might regard it as an investment rather than an expense. An effective program of safety and health training for workers can result in fewer injuries and illnesses, better morale, and lower insurance premiums, among other benefits.”

Training Requirements

Trainer qualifications. OSHA does not mandate specific training qualifications for safety training orientation. The trainer should possess a comprehensive knowledge of your organization’s safety policies and procedures.

Audience. All new employees need to receive safety and health training in all areas that affect them.

Training frequency. All new employees need to be trained soon after hire.

Delivery method and format. Training is best received and retained when it is a combination of lecture, discussion, interaction, and hands-on demonstrations. Work to include a variety of methods and formats into safety orientation training. If the group is small, for example, you may walk them through their routes of egress rather than showing a map. Along the way, you can point out the locations of fire extinguishers and first-aid stations. Instead of merely describing safe lifting, you can demonstrate a lift or have a trainee demonstrate.

Trainee evaluation. Test what trainees learned with written or oral quizzes and demonstrations, where appropriate.

Recordkeeping. Keep copies of training validations in employees’ personnel records as long as the employee is with your organization. OSHA inspectors will ask if employees involved in incidents received proper training.

Basic Principles of Adult Learning

Most adults are self-directed learners; they want to learn what they want, when they want, and how they want. Adult learners have their own style of learning that includes four key elements: motivation, reinforcement, retention,
and transference. See the Basic Principles of Adult Learning guide in this product for more information about the key elements of adult learning and other insights for training adults.
This section will help you prepare for your presentation and ensure that you have all the materials you will need. You may use different materials that cover the topic if you believe they will be more effective.

Resources and Materials
The following resources and materials should be available for every training session:

- A quiet room with basic accommodations for the comfort of trainees
- Sign-in sheet (included with this product)
- Printed copies of the training program (PowerPoint slide show notes, slide show handouts, exercises, and employee handouts)
- Copies of relevant regulations or workplace policies (if applicable)
- Computer and projector with the PowerPoint slide show loaded
- Screen or blank wall for projecting the slide show
- Copies of the evaluation form (optional)
- Copies of the quiz (optional)

Have the following training program materials available for Safety Orientation:

- Written safety and health policy
- Emergency contact sheet
- Safety committee member list and contact information
- Hazard reporting form
- Fire extinguisher
- Accident report form
- Accident investigation sheet
- PPE (optional)
- Material-handling equipment (optional)
- Locks and tags (optional)
- SDS (optional)

See the Appendix: Training Program Support Materials section for a complete list of support materials that come with this product.

Prepare the PowerPoint Slide Show
Before presenting the PowerPoint slide show, read the PowerPoint slides, slide show notes, the handouts, the exercises, and the quiz.

Prepare equipment and other support materials as suggested and appropriate for your workplace.
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Slide show notes. The following slide show notes describe recommended interactive activities and materials to have on hand as you present the slide show. Each note is also embedded with the slide show notes for each slide to assist you as you are presenting your training program. They are listed here in the sequence that they are presented in the slide show:

- This training session provides comprehensive coverage of safety issues. Some safety topics may not be applicable to your workplace, such as personal protective equipment, machine guards, or lockout/tagout. Delete those slides that you do not need to cover with your employees.
- If possible, take the class on a quick tour of the facility. Point out:
  — Safety bulletin boards and posters
  — Safety director’s office
  — First-aid stations, including eyewash stations
  — Fire extinguishers
  — Emergency exit routes and doors
  — SDS area
  — Areas requiring PPE
- Ask participants why they think new employees experience a disproportionately high amount of incidents.
- Cite company statistics or case studies about new employee incidents. Maintain confidentiality.
- Discuss your organization’s official safety goals for protecting employees from these statistics.
- Describe your organization’s written safety policy. Hand out the policy or refer to it in the employee manual.
  Materials to have on hand: Workplace safety policy or employee manual
- Describe your organization’s safety record. Emphasize improvements in reducing accidents and ongoing efforts to make the workplace safer.
- Hand out or refer to your organization’s “Hazard Report” and “Accident Report” forms. Tell employees where they can get these forms and who to give them to when they are completed.
  Materials to have on hand: Hazard Report form and Accident Report form
- Describe your organization’s safety incentive programs and the degree of employee involvement.
- Describe your organization’s discipline policy.
- If you have an organization handout on “Safety Rules and Procedures,” give it to participants now and discuss the list.
  Materials to have on hand: Safety Rules and Procedures List
- Describe your organization’s emergency alarm sound and voice warnings.
- Hand out your organization’s security policy and discuss its specifics.
  Materials to have on hand: Security Policy
- Give contact information for your organization’s security personnel.
- If you took a tour of your workplace to begin the session, remind participants where safety bulletin boards are located. If you did not, tell them now. Use a map of your facility to point them out.
  Materials to have on hand: Workplace site map
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- Describe or hand out your safety newsletter or organization newsletter that contains safety information. 
  *Materials to have on hand:* Organization newsletter
- Give contact information for the workplace safety supervisor. If possible, introduce the supervisor and let him or her give a brief presentation on his or her role with employees.
- Describe your safety committee, including when it meets, who is on the committee, how members are selected, how to get on the committee, where to get agendas and minutes from the committee, how to make suggestions to the committee.
- Describe your organization’s safety suggestion program. If you have a “Safety Suggestion” form, hand it out now. Tell employees where they can get these forms and where to submit them. Describe your organization’s procedure for following up on suggestions. 
  *Materials to have on hand:* Safety Suggestion form
- Discuss site-specific housekeeping hazards at your company, such as “Wet Floor” areas or high-traffic delivery areas where packages tend to accumulate in walkways.
- If you took a tour to start this session, remind participants where the fire extinguishers are located. If not, use a site map to point them out. 
  *Materials to have on hand:* Workplace site map
- Bring a fire extinguisher and demonstrate how to use it. Or ask a participant to come up and demonstrate it. 
  *Materials to have on hand:* Fire extinguisher
- Discuss your organization’s accident investigation procedures and employees’ roles in the procedures.
- Tell employees when they are authorized to call 911 or if they need to get a supervisor to call. Tell them who the in-house emergency contact is.
- Hand out “Incident Report” and “Accident Investigation” forms and tell participants where they can get these forms. 
  *Materials to have on hand:* Incident Report form and Accident Investigation form
- Hand out a list of employees who are certified to give CPR or tell employees where the list is kept. 
  *Materials to have on hand:* List of CPR-certified employees
- Give employees the contact information for your organization’s in-house medical person.
- Review the location of first-aid kits throughout your facility. 
  *Materials to have on hand:* Organization site map
- Describe the evacuation signal or combination of signals that your workplace uses.
- Hand out your organization’s written evacuation plan or refer to it in the employee manual. 
  *Materials to have on hand:* Workplace Evacuation Plan or employee manual
- Demonstrate or have a participant demonstrate safe lifting techniques.
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- Show pictures or describe the forklifts employees may encounter. Describe the lights and warning signals your forklifts use.
  
  *Materials to have on hand:* Photos of forklifts used in your workplace

- If you did a tour of your workplace to begin the session, remind participants of the areas they passed through that required PPE. Or use a site map and point out PPE-required areas.
  
  *Materials to have on hand:* Workplace site map

- Bring samples of PPE that your workplace requires.
  
  *Materials to have on hand:* PPE, such as a hard hat or hearing protection

- Demonstrate or have a participant demonstrate how to get proper fit for PPE, such as a hard hat or hearing protection.

- Describe your organization's inspection, maintenance, and storage procedures for PPE.

- Bring locks and tags that are used in your facility to show participants.
  
  *Materials to have on hand:* Locks and tags used in your facility

- Tell participants where they can get your facility's chemical list.

- Tell participants where they can get SDSs for your facility's chemicals.

- Bring a chemical container and discuss the information on its label.
  
  *Materials to have on hand:* Chemical container

- Bring an SDS and discuss its sections and the information it contains.
  
  *Materials to have on hand:* SDS

- Give participants contact information for their chemical questions.

- Tell participants who to report chemical spills to and who is authorized to clean them up.

- Tell participants who is authorized to dispose of chemicals.

- Give trainees the quiz.

Customize Slides, Slide Show Notes, and Quiz

The information contained in the PowerPoint slide show covers general guidelines and regulatory requirements for the topic that is presented. You may want to modify the slide show and quiz to meet site-specific objectives and policies or local regulatory requirements. If you have the PowerPoint software application on your computer, you may add, modify, or delete slides and slide show notes to meet your needs. See the *How to Customize PowerPoint* guide in this product for more information.

**Customize specific slides and slide show notes.** You may want to modify some slides and/or slide show notes to include information specific to your workplace. In the slide show notes of select slides in this presentation, we have recommended that you consider making such modifications.

Make sure that any modification or deletion of information does not diminish your ability to achieve your training goals or meet regulatory requirements.

The slides cannot be changed in the PDF version (included with this product) of the PowerPoint slide show. If you want to modify the slide show notes to correspond to any changes in the PowerPoint slide show, this can be done in the “notes” view of PowerPoint.
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Customize the quiz. The quiz can be easily modified; simply type in your changes using Microsoft Word or other standard word processing application. In order to preserve the original document, change the name of the file before saving it.

Prepare Materials and Schedule the Training Session

Computer projection. If you have a computer video projection system, run a test to make sure the PowerPoint slide show runs properly.

Overhead projection. If you plan to use an overhead projector, print the PowerPoint slide show slides out on transparencies. The slides will be clearer if they are printed in color. If you don’t have a color printer, your local print or copy store can print out color transparencies for you.

Slide show handouts. PowerPoint offers four options for printing slide show handouts: six slides per page, four slides per page, three slides per page and two slides per page (in the print dialogue). We recommend you print copies of the PowerPoint slide show in three-slide per page format if you want trainees to take notes during the slide show. See the How to Customize PowerPoint guide in this product for information about printing slide show handouts.

Employee handouts. Prepare and copy any handouts, such as the employee handouts provided with this product, or any site-specific handouts you may have.

Exercises. Determine which exercises you plan to conduct, and prepare any materials or equipment you need.

Scheduling. Schedule the class for a date and time convenient to most trainees. Groups of 15 or fewer people are ideal.
This section provides tips and suggestions for presenting training materials to trainees.

Present to Trainees

The time it will take to present the PowerPoint slide show and conduct the exercises will vary depending on the size of your facility, the complexity of issues in your workplace, the level of knowledge and comprehension of the topic by trainees, and the amount of site-specific information. In general, assume each slide will take 2 to 3 minutes to cover. If you practice your presentation, keep in mind that presentations typically take longer during the actual training.

You can use your own words rather than read from the slide show notes.

Training tip: Consider varying the format within your training program two or three times during each hour of training. For example, switch from the PowerPoint slide show to an exercise after 20 minutes of slides, then return to the PowerPoint. Most people learn via more than one format (e.g., seeing images, reading text, hearing, and activity); a multimodal presentation keeps trainees interested and energized.

Trainee Participation

Involve trainees as much as possible by asking them questions and getting them to talk about their own jobs. Encourage them to make suggestions they may have on how to improve conditions in the workplace related to the topic.

Ask trainees to talk about experiences in their workplace related to the topic. Use real-life examples as often as possible to reinforce learning.

Handout(s)

Give each trainee a copy of the handout(s) before the slide show or after the quiz.

Exercises

Multiple exercises for this topic are included with this product for your use during or after the PowerPoint slide show. The exercises may also be used independently of the slide show. Exercises are an excellent mechanism for reinforcing the training.
Questions and Answers
Answer any questions the best that you can. Even if you don’t have the technical knowledge to answer a lot of questions on the topic, you can still answer the important questions about the way that your organization is addressing the topic-related issues. Follow up with responses to employee questions either personally, through the employee’s supervisor, or the organization’s intranet, if applicable.

Follow-Up
Document that the training took place and who attended. Also, provide the trainees with documentation that they have completed training (such as a certificate of completion), and be sure to notify any trainees that failed to satisfactorily complete the training.

Complete these follow-up tasks:
- Distribute the Certificate to successful trainees as proof of completion of training (optional).
- Distribute the Evaluation Form to employees and collect the completed forms (optional).
- Place copies of the Quiz results in each trainee’s personnel file.
- File one copy of the Attendee Sign-In Sheet with the workplace’s records, and file one copy in the trainer’s files.
- Fill in the appropriate information on the Training Record for each employee.
- Within 2 weeks of giving the training, talk to some of the employees and supervisors to make sure they understood what was presented and how it applies to them.
Below is a list of support materials included with this product to help you prepare the training program and document your activities.

Additional Training Materials

- **Certificate**—A customizable certificate of completion for attendees. The file allows the user to type in the training topic and the trainee’s name.
- **Exercise**—An activity to help trainees apply their knowledge of work practices.
- **Employee Handout**—Single-page summary of key facts the trainee should know about the topic.
- **Trainee Handout**—This PDF provides the slides without answers to the interactive exercises.

Forms

- **Attendee Sign-In Sheet**—A record of training program attendees.
- **Evaluation Form**—An evaluation by trainees of the performance of the trainer.
- **Training Record**—A record of all training sessions for each employee, including the date for refresher training.

Guidance

- **Basic Principles of Adult Learning**—A guide for training adult learners.
- **How to Customize PowerPoint**—A guide with instructions for using the PowerPoint application program and customizing the content of slides and slide show notes.