**New Hire Orientation Program**

**(Company Name)** is committed to providing all “new”, department transferred and current employees with a general and specific safety orientation prior to engaging in assigned work operations. Safety & health training is one of the “key” elements of the **(Company Name)** safety & health process. The training is designed to enable employees to learn their job assignments properly; inform employees about potential hazards in the workplace and accident prevention activities to protect the employee from these hazards. In addition, safety & health training provides an opportunity to communicate safety & health principles; management commitment to a safe work environment and safety & health policies and procedures.

Employee safety orientation training is a part of the overall orientation process that all employees must attend. The Safety Manager will conduct the orientation classes. The safety & health training provided in the orientation classes include, but are not limited to the below listed topics:

1. **Overview of the Safety & Health Process.** This overview includes a review of the:
   1. Company Safety & Health Vision Statement
   2. Safety & Health Roles & Responsibilities
   3. General Safety & Health Policies and Procedures
   4. Access to Employee Exposure and Medical Records
   5. Progressive Disciplinary Policy
   6. Incident Reporting & Investigation
   7. Drug & Alcohol Testing
   8. Safety & Health Training System
2. **Job Specific Safe & Health Hazards:** This training will inform employees about the site specific hazards. Sample topics would include:
   1. Hazard Communication
   2. Bloodborne Pathogens
   3. Sharps & Needle Stick Prevention
   4. Lock-Out/Tag-Out
   5. Electrical Safety (Extension cords)
   6. Ladder/Stepstool Safety
   7. Slip, Trip & Fall Prevention
   8. Walking & Working Surfaces
   9. Housekeeping
   10. Materials Handling & Safety Lifting Techniques
   11. Ergonomics (computer workstation design)
   12. Personal Protective Equipment
3. **Safe Work Practices:** Employees will receive detailed and specialized training required for their particular job position/tasks before they begin the work.
4. **Emergency Procedures:** This training will cover:
   1. Reporting Procedures
   2. Emergency Response
   3. Evacuation Procedures
   4. Fire Prevention & Protection
5. **Hazard Communication:** The format of the training program used is [through classroom presentations supported by audio/visual training aid.](http://mail.med-texservices.com/jjka/68KS/HTML68/011HAZCO/033A) The initial/refresher Hazard Communication training plan emphasizes these elements:
6. Summary of the standard and this written program, including what hazardous chemicals are present, the labeling system used, and access to SDS information and what it means.
7. Chemical and physical properties of hazardous materials (e.g., flash point, reactivity) and methods that can be used to detect the presence or release of chemicals (including chemicals in unlabeled pipes).
8. Physical hazards of chemicals (e.g., potential for fire, explosion, etc.).
9. Health hazards, including signs and symptoms of exposure, associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical.
10. Procedures to protect against hazards (e.g., engineering controls; work practices or methods to assure proper use and handling of chemicals; personal protective equipment required, and its proper use, and maintenance; and procedures for reporting chemical emergencies).

The procedure to train new employees at the time of their initial assignment is through classroom training utilizing DVD/video, PowerPoint, and demonstration techniques. We train employees when a new chemical hazard is introduced by [scheduling weekday training sessions prior to using the new product](http://mail.med-texservices.com/jjka/68KS/HTML68/011HAZCO/035A). Chemical specific information will always be available through labels and safety data sheets.

Refresher training occurs on an annual basis or when it is discovered that there may have been an irregularity in a work area.

1. **Driver Safety Program (Use of company or personal vehicles for company business):**
   1. Motor Vehicle Record Checks
   2. Driver Training
   3. Seatbelt Usage
   4. No Cell Phone and Electronic Device Use Policy
   5. Vehicle Inspection and Maintenance
   6. Accident Reporting & Investigation
2. **Frequency of Safety & Health Training:** The safety & health training will occur:
3. Upon hiring (initial assignment to a particular job task);
4. The Company believes additional training is warranted;
5. An employee is given a new job assignment (job transfer);
6. New substances, equipment, or new procedures are introduced which represent a new hazard; and
7. The Company is made aware of a new hazard; accident trends; new regulations, non-compliance;
8. Weekly Safety Meetings; and
9. Annually (refresher training to ensure employees remain knowledgeable with the jobsite specific hazards).
10. **Training Documentation:** At the completion of the safety & health training, employees must review, sign and date the Safety & Health Training form to verify that employees completed the training and thoroughly understand their safety & health responsibilities and topics covered in the orientation. All employee training records and certifications will be maintained by the Safety Manager.