

NEW EMPLOYEE ORIENTATION

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I. PURPOSE

To ensure that all new employees receive orientation to company goals, objectives, and to safe work performance expectations.

II. REQUIREMENTS

The orientation plan will vary depending on the employees work history and experience however, where applicable shall include at a minimum an overview of the following:

A. General orientation:

1. Tour of premises, jobsite, etc.
2. Location and contents of Health / Safety Policy
3. Supervisor / Foreman Introduction
4. Process for reporting injuries
5. Fire Protection
6. Personal Protective Equipment
7. Hazard Communication
8. Drug /Alcohol Policy
9. First aid medical treatment
10. Specific job safety training
11. Fall Protection
12. Scaffolding Safety
13. Ladder Safety
14. Tools Safety

B. Documentation:

Document the specific subjects covered during the orientation and the person who conducted it. A copy of this document must be kept on file.