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New Employee Safety Orientation

INSTRUCTOR + PRINT PACKET

AUDIENCE	EST. TIME	REFERENCE
New employees & transfers	30-45 min	Employer-specific orientation + applicable OSHA training requirements

IMPORTANT USE NOTE

Orientation framework. Employers must add the site-specific hazards, emergency procedures, required programs, task training and qualifications that apply to the employee.

What is inside this packet

- Instructor quick-start and site-specific preparation checklist
- Slide-by-slide trainer guide with discussion prompts
- Employee handout / key takeaways
- Printable 10-question knowledge check
- Separate answer key and coaching notes
- Attendance record
- Practical / workplace evaluation checklist
- Certificate wording and completion record
- Primary regulatory/source reference

Run a strong session without overcomplicating it.

1. PREPARE	Review the deck and packet. Insert your procedures, equipment, routes, photos, emergency contacts and site rules.
2. PRESENT	Use the PowerPoint/PDF on a screen. Pause for discussion rather than reading every bullet.
3. CHECK	Give the knowledge check. Review missed items and coach to the expected decision.
4. VERIFY	Complete required hands-on or workplace-specific practice/evaluation with an appropriate trainer/evaluator.
5. DOCUMENT	Use the attendance record, evaluation and certificate only after required training elements are complete.

BEFORE EMPLOYEES WORK

Orientation framework. Employers must add the site-specific hazards, emergency procedures, required programs, task training and qualifications that apply to the employee.

Learning objectives

- Understand stop-work/reporting expectations and employee responsibilities
- Know emergency alarms, evacuation, medical and severe-weather procedures
- Recognize site rules for PPE, chemicals, traffic and restricted work
- Know when task-specific training/authorization is required before work

1. Safety expectations

- Employees are expected to stop/ask when unsure and report hazards, injuries and near misses promptly.
- No job is so urgent that required controls can be bypassed.
- Supervisors must respond to concerns without retaliation.

DISCUSSION PROMPT

Where could this fail here?

2. Emergency basics

- Know alarm sounds/messages, evacuation routes, assembly areas and emergency contacts.
- Understand medical response/AED/first-aid process and severe-weather or shelter actions.

DISCUSSION PROMPT

What control do we use?

3. PPE and work areas

- Know area/task PPE rules, footwear and hearing/eye protection zones.
- Keep aisles/exits/emergency equipment clear and maintain housekeeping.

DISCUSSION PROMPT

What would make you stop?

4. Chemicals and energy hazards

- Know how to access SDSs and recognize labels.
- Do not perform LOTO, confined-space entry, electrical work or other specialized tasks without assigned training/authorization.

DISCUSSION PROMPT

Where could this fail here?

5. Vehicles and equipment

- Use designated pedestrian routes and make eye contact/maintain separation from mobile equipment.
- Operate powered equipment only after required training/evaluation/authorization.

DISCUSSION PROMPT

What control do we use?

6. Reporting and learning

- Report injuries/illnesses promptly for care and investigation.
- Report near misses and unsafe conditions so they can be corrected.
- Know how to contact EHS/supervision and where procedures/resources are located.

DISCUSSION PROMPT

What would make you stop?

Stop-work / red-flag conditions

- New employee is assigned a task they have not been trained/authorized to perform
- Employee does not know alarm/assembly area
- PPE requirement is unclear
- Hazard or near miss is not reported because “nothing happened”

SCENARIO

A new employee is asked to move a pallet with a forklift because the regular operator is on break. They have used forklifts at a previous job but have not been evaluated at this site. What should they do?

RECOMMENDED RESPONSE

Do not operate the truck until the employer has verified applicable prior training, provided any needed site/truck-specific training and completed the required workplace evaluation/authorization.

Make it site-specific

- Emergency alarms, exits, assembly, medical/AED and severe-weather actions
- Site PPE, chemical/SDS access, smoking/drug/phone and restricted-area rules
- Traffic routes, equipment authorization and pedestrian controls
- Injury/near-miss reporting, EHS contacts and required task-specific training matrix

New Employee Safety Orientation

KEEP THIS PAGE

Key decisions to remember

Safety expectations: Employees are expected to stop/ask when unsure and report hazards, injuries and near misses promptly.

Emergency basics: Know alarm sounds/messages, evacuation routes, assembly areas and emergency contacts.

PPE and work areas: Know area/task PPE rules, footwear and hearing/eye protection zones.

Chemicals and energy hazards: Know how to access SDSs and recognize labels.

Vehicles and equipment: Use designated pedestrian routes and make eye contact/maintain separation from mobile equipment.

Reporting and learning: Report injuries/illnesses promptly for care and investigation.

Stop and get help when...

- New employee is assigned a task they have not been trained/authorized to perform
- Employee does not know alarm/assembly area
- PPE requirement is unclear
- Hazard or near miss is not reported because “nothing happened”

Our site-specific information

- ☐ Emergency alarms, exits, assembly, medical/AED and severe-weather actions
- ☐ Site PPE, chemical/SDS access, smoking/drug/phone and restricted-area rules
- ☐ Traffic routes, equipment authorization and pedestrian controls
- ☐ Injury/near-miss reporting, EHS contacts and required task-specific training matrix

Employee notes:

New Employee Safety Orientation - Knowledge Check

Employee: _____ Date: _____

1. A new employee should perform a specialized task when:

- ☐ A. Required training/authorization has been completed
- ☐ B. A coworker says it is easy
- ☐ C. They have watched someone else
- ☐ D. Production is behind

2. Employees should know:

- ☐ A. Emergency alarms, routes, assembly areas and contacts
- ☐ B. Only their workstation
- ☐ C. Only supervisor phone number
- ☐ D. Only lunch schedule

3. Near misses should be:

- ☐ A. Reported so hazards can be corrected
- ☐ B. Ignored if no injury occurred
- ☐ C. Kept private
- ☐ D. Reported only annually

4. If unsure how to perform work safely, the employee should:

- ☐ A. Stop and ask for guidance
- ☐ B. Guess
- ☐ C. Skip PPE
- ☐ D. Wait for an incident

5. SDSs are used for:

- ☐ A. Chemical hazard and protective information
- ☐ B. Payroll information
- ☐ C. Machine maintenance only
- ☐ D. Vacation requests

Score: _____ / 10 Passing requirement / retraining criteria:

6. Mobile-equipment operation requires:

- ☐ A. Applicable training/evaluation/authorization
- ☐ B. Only a driver license
- ☐ C. Only prior experience
- ☐ D. Supervisor verbal permission regardless of training

7. Aisles and exits should be:

- ☐ A. Kept clear
- ☐ B. Used for temporary storage
- ☐ C. Blocked during peak production
- ☐ D. Covered with cords

8. Injuries and illnesses should be:

- ☐ A. Reported promptly for care and required follow-up
- ☐ B. Hidden if minor
- ☐ C. Reported only after shift
- ☐ D. Handled only by coworkers

9. PPE rules are:

- ☐ A. Task/area specific and should be known before work
- ☐ B. Optional for experienced employees
- ☐ C. The same at every site
- ☐ D. Only for maintenance

10. This orientation should be customized to the employer and site.

- ☐ A. True
- ☐ B. False

Employee signature: _____

Answer key + coaching notes

1. **A - Required training/authorization has been completed** | A new employee should perform a specialized task when:
2. **A - Emergency alarms, routes, assembly areas and contacts** | Employees should know:
3. **A - Reported so hazards can be corrected** | Near misses should be:
4. **A - Stop and ask for guidance** | If unsure how to perform work safely, the employee should:
5. **A - Chemical hazard and protective information** | SDSs are used for:
6. **A - Applicable training/evaluation/authorization** | Mobile-equipment operation requires:
7. **A - Kept clear** | Aisles and exits should be:
8. **A - Reported promptly for care and required follow-up** | Injuries and illnesses should be:
9. **A - Task/area specific and should be known before work** | PPE rules are:
10. **A - True** | This orientation should be customized to the employer and site.

COACHING RULE

Do not treat a passing written score as proof of hands-on competency. Retrain missed critical concepts and complete workplace-specific verification where required.

Attendance + completion record

Course: New Employee Safety Orientation

Date: _____ Instructor: _____ Department / Location:

Employee Printed Name	Employee Signature	Job / Department	Date

Site-specific topics / notes:

Can the employee apply it?

Employee: _____ Evaluator: _____ Date: _____

Evaluation Item	Meets	Coach	N/A
Locates exits/assembly area	☐	☐	☐
Identifies emergency contact method	☐	☐	☐
Locates SDS access	☐	☐	☐
Identifies required PPE	☐	☐	☐
Explains hazard/near-miss reporting	☐	☐	☐
Identifies pedestrian/equipment rules	☐	☐	☐
Knows restricted tasks requiring authorization	☐	☐	☐
Knows supervisor/EHS contact	☐	☐	☐

Comments / coaching:

Result: ☐ Competent for evaluated task (subject to employer authorization) ☐ More training/practice needed

Evaluator signature: _____ Employee signature: _____

CERTIFICATE OF TRAINING

This certifies that

completed the formal / awareness training portion of
New Employee Safety Orientation

Date: _____ Instructor: _____
Employer / Location: _____

Orientation framework. Employers must add the site-specific hazards, emergency procedures, required programs, task training and qualifications that apply to the employee.

Regulatory / source reference

Primary reference: Employer-specific orientation + applicable OSHA training requirements

<https://www.osha.gov/safety-management/education-training>

Before delivery

- Confirm current OSHA and applicable state-plan requirements
- Confirm manufacturer instructions and employer procedures
- Insert workplace-specific hazards, controls, emergency contacts and rules
- Use competent/qualified trainers or evaluators where required
- Complete practical/workplace training and authorization requirements where applicable
- Retain training records according to employer and regulatory requirements

FINAL REMINDER

Orientation framework. Employers must add the site-specific hazards, emergency procedures, required programs, task training and qualifications that apply to the employee.