

New Employee Safety Orientation - Employee Handout

Employee specific information and applicable OSHA training requirements

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 / ASK FOR 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