

New Employee Safety Orientation

Professional downloadable safety training

TRAINING OUTCOME

Understand stop-work/reporting expectations and employee responsibilities

AUDIENCE

New employees & transfers

TIME

30-45 min

REFERENCE

Employer-specific orientation + applicable OSHA training requirements

USE NOTE

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

Start with the hazard. Build the safe decision.

Use this slide to connect the topic to what employees actually see, touch, drive or do.

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.

ASK THE ROOM

01

Where could this go wrong here?

02

What control keeps us safe?

03

What should make us stop?

What employees should be able to do

Keep the session practical: recognize the hazard, choose the control, know when to stop.

01

Understand stop-work/reporting expectations and employee responsibilities

02

Know emergency alarms, evacuation, medical and severe-weather procedures

03

Recognize site rules for PPE, chemicals, traffic and restricted work

04

Know when task-specific training/authorization is required before work

Safety expectations

Start with what the employee is exposed to.

- 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.

FIELD DECISION

01

Where could this fail?

02

What control do we use?

03

What makes us stop?

Emergency basics

Tie every point to a visible action or decision.

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

FIELD DECISION

01

What changes the risk?

02

What must the employee do?

03

Who needs to know?

PPE and work areas

Tie every point to a visible action or decision.

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

FIELD DECISION

01

Where could this fail?

02

What control do we use?

03

What makes us stop?

Chemicals and energy hazards

Tie every point to a visible action or decision.

- 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.

FIELD DECISION

01

What changes the risk?

02

What must the employee do?

03

Who needs to know?

Vehicles and equipment

Tie every point to a visible action or decision.

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

FIELD DECISION

01

Where could this fail?

02

What control do we use?

03

What makes us stop?

Reporting and learning

Tie every point to a visible action or decision.

- 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.

FIELD DECISION

01

What changes the risk?

02

What must the employee do?

03

Who needs to know?

These are the moments to slow down and regain control.

01

New employee is assigned a task they have not been trained/authorized to perform

02

Employee does not know alarm/assembly area

03

PPE requirement is unclear

04

Hazard or near miss is not reported because “nothing happened”

What would you do next?

Give the group 30-60 seconds before revealing the recommended response.

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.

DISCUSS

01

What is the hazard?

02

What control is missing?

03

What is the safest next action?

04

What is our site rule?

This is where generic training becomes your program.

Replace examples with your actual equipment, procedures, hazards and expectations.



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

BEFORE WORK

01

Show the actual procedure

02

Show the actual equipment/task

03

Confirm questions are answered

04

Complete required evaluation

Can the employee apply it?

Written knowledge matters. Safe performance in the real workplace matters more.

☐ 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

Use the included evaluation form when hands-on demonstration or workplace verification is appropriate or required.

Knowledge check 1-5

Use the printable test in the course package for employee responses.

1 A new employee should perform a specialized task when:

2 Employees should know:

3 Near misses should be:

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

5 SDSs are used for:

Knowledge check 6-10

Use the printable test in the course package for employee responses.

6

Mobile-equipment operation requires:

7

Aisles and exits should be:

8

Injuries and illnesses should be:

9

PPE rules are:

10

This orientation should be customized to the employer and site.

Know the hazard. Use the control. Stop when it is not right.

- 01 Understand stop-work/reporting expectations and employee responsibilities
- 02 New employee is assigned a task they have not been trained/authorized to perform
- 03 Emergency alarms, exits, assembly, medical/AED and severe-weather actions

NEXT STEPS

- 01 Answer questions
- 02 Complete site-specific training
- 03 Complete required hands-on evaluation
- 04 Document attendance/completion

Use this package as a strong training foundation.

Always align the material to current requirements, manufacturer instructions and your own procedures.

Primary reference

Employer-specific orientation + applicable OSHA training requirements

Training use note

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

BEFORE YOU DELIVER

- ✓ Confirm current OSHA/state-plan requirements
- ✓ Insert your procedures and equipment information
- ✓ Use qualified/competent trainers where required
- ✓ Complete practical/workplace evaluation where required
- ✓ Keep training and authorization records

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