

## **Safety and Health Orientation**

Workplace safety and health orientation should begin on the first day of initial employment or job transfer. Each employee should have access to a copy of this safety manual, through his or her supervisor, for review and future reference.

All employees should be instructed by their supervisors that compliance with the safety rules described in the workplace safety manual is required.

## **Job-Specific Training**

- Supervisors should initially train employees on how to perform assigned job tasks safely.
- Supervisors should carefully review with each employee the specific safety rules, policies, and procedures that are applicable and that are described in the workplace safety manual.
- Supervisors should give employees verbal instructions and specific directions on how to do the work safely.
- Supervisors should observe employees performing the work. If necessary, the supervisor should provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.
- All employees should receive safe operating instructions on seldom-used or new equipment before using the equipment.
- Supervisors should review safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures.

## **Periodic Retraining of Employees**

All employees should be retrained periodically on safety rules, policies and procedures, and when changes are made to the workplace safety manual. Individual employees should be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, and when a supervisor observes employees displaying unsafe acts, practices, or behaviors.

All new employees should be presented with the following information through a formal training or reviewing this manual with their supervisor. The objectives of the trainings are to expand the awareness of the employee to the real dangers in the workplace and how to avoid them. In addition, not only to inform the employees, but also to instruct them to develop safe work practices.

The following topics should be presented at a minimum. Depending on the employee's job description some topics are not applicable.

1. Hazard Communication-(Separate Manual)
2. Location of first-aid kits.
3. Personal Protective Equipment.-(Separate Manual)
  - When to use
  - What is necessary
  - Proper care
4. Eye care
5. Foot protection
6. Hand protection
7. Lifting procedures
8. Hand and Power Tools
9. Preventing warehouse accidents
10. Vehicle safety-(Separate Manual)
11. Electrical safety
12. OSHA required Blood Borne Pathogen exposure plan. -(Separate Manual)
13. Heat Stress
14. Office safety
15. How and when to report work-related injuries or accidents.
16. General safe workplace practices.

## **Training and Safety Orientation**

In addition to trainings and orientations it is the responsibility of the safety director to email safety reminders and to include safety tips in the monthly newsletter. It then is the responsibility of each manager to pass the information along through either meetings or posting the messages.

All appointed employees of The Company shall attend and participate in the monthly meetings. The monthly meeting shall include problems that have arisen or that are anticipated along with any other safety and health topics. Such topics that shall be reviewed include:

1. Reviewing accidents, injuries, property losses, and "near misses".
2. Evaluating accidents, injuries, property losses, and "near misses" for trends and similar causes to initiate corrective actions.

# Health Manual Policy Safety Sample

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