

# Loss Prevention

## Please route to:

- Owner
- General manager
- Sales manager
- Service manager
- Office manager

## New employee safety orientation

Today is the first day at work for your new employee. What do you want him or her to learn in their first few hours? Are you hoping they'll be taught the safest way to do the job? Will your best employees have the greatest influence on them, or will they learn from the "others?" When do they receive the Occupational Safety and Health Administration (OSHA) mandated training for fire extinguishers, Personal Protective Equipment (PPE), respirators, emergency procedures, forklift operation and the Hazard Communication Standard?

Postponing crucial safety training can be dangerous and expensive. Statistics show that employees with six months or less on the job are much more likely to sustain serious injuries than experienced employees. In addition, your business can also be fined if an OSHA inspector visits your business and discovers that an employee hasn't been properly trained or educated on workplace hazards.

An employee safety orientation program is the most effective method of avoiding all of these problems. It presents the best opportunity to impress upon a new employee the importance of safe work habits at your business. First impressions are critical; therefore, it is essential to start employees with a positive attitude toward safety. The goal of effective safety training is to reduce and eliminate unsafe acts. Teach the right and safe way to do the job, as opposed to the quickest and easiest method. Safety training should begin on the employee's first day.

### Employee safety orientation

A successful employee safety orientation program has two basic phases—general orientation and job orientation. Both should be completed before the new employee begins working.

#### General orientation

Objectives of this training include a firm understanding of the company's loss prevention philosophy, company rules and regulations and general familiarity with the facility. This is your first chance to show the new employee that safety is important to the organization. Now is the time to tell the new employee that safe work habits are the norm and not the exception. The message must be that safety is part of the job.

#### Job orientation

The training in this phase is the department manager's opportunity to ensure the employee starts off on the "right foot." Managers should train employees on safe work practices in doing their assigned job, explain all hazards and provide proper protective equipment to avoid personal injury or illness. It should be made clear that it is the employee's responsibility to report injuries and unsafe conditions immediately.

An effective employee safety training effort increases worker skill, satisfaction and motivation. The results are increased productivity, reduced absenteeism, fewer on-the-job injuries and less employee turnover. It is a critical component of an organization's loss prevention program.

As an aid to ensure that all appropriate information has been presented to the employee, an employee orientation checklist should be used and signed by the employee. This checklist should be maintained in employee personnel files. Some suggested topics for the checklist include:

- Discuss company loss prevention policy and safety regulations
- Explain accident-reporting procedures
- Location of first aid and eyewash stations
- Explain emergency evacuation procedures and routes
- Explain smoking regulations
- Location of fire extinguishers and firefighting procedures
- Review Hazard Communication program
- Provide required personal protective equipment and train how to use (e.g. eyewear, respirators, hearing protection equipment)
- Explain hazards associated with other departments
- Discuss housekeeping requirements for assigned workplace
- Explain facility inspection program to identify and correct hazards
- Discuss the lockout - tagout program for equipment
- Explain facility security procedures and systems
- Eye protection should be worn when grinding, cutting or welding
- Describe proper footwear and clothing
- Explain "safe lifting" techniques and discuss weight limits
- Demonstrate use of available material handling aids/devices
- Explain electrical grounding protection of power tools and equipment
- Explain proper use and storage of flammable liquids/materials
- Discuss proper safeguards for welding and cutting
- Discuss proper use of hand/power tools and equipment

### **Loss prevention information**

For questions about this loss prevention topic, contact the Zurich Risk Engineering Department at 800-821-7803.

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