

# Loss

# Control



# FARMERS

## Information Bulletin

### Employee Safety Orientation Training

To achieve a work environment that develops a good safety attitude in employees and provides required introductory safety training, a formal method of employee safety orientation training is required. This starts new employees out on the right foot by placing an emphasis on the importance of safety in the workplace.

This training is to include a description of the company safety program, safety policies, and safety rules; how and when to report injuries and unsafe conditions or practices; how to report emergencies; a description of the company's hazard communication program; and a description of the safety committee plan and their responsibilities.

Businesses that utilize temporary or part-time employees must ensure that these employees are not overlooked and are provided with safety orientation training.

At the work level, employees need to be provided with training on:

- *The safe operation of tools, machinery, and equipment that they will be operating.*
- *Safe procedures for completing jobs or duties that involve hazardous chemicals or materials.*

- *How to work safely around other employees who are involved with hazardous operations.*
- *Proper use of personal protective equipment and when the equipment is required.*
- *Proper lifting techniques and procedures.*
- *The types of equipment that require supervisory authorization prior to operation (i.e. fork lifts).*
- *Evacuation from the workplace in the event of an emergency.*
- *How to use fire extinguishers or fire fighting equipment within their work area.*

Any job duties or functions in which the employee could be injured or could cause injury to other employees need to be included in the safety orientation training.

By establishing an employee safety orientation program, management is demonstrating a commitment to the worker's safety and well being. It forms the basis of the safety culture desired by management from the first day of work for new employees. The overall benefit to the company is a safer workplace with fewer accidents or incidents. This results in better productivity and efficiency in the operations and generally promotes a work culture where the employees see management as concerned about their safety.