



ORIENTATIONS, TRAINING, AND SAFETY MEETINGS.

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NW STAFFING RESOURCES

ORIENTATIONS

- This is your first chance to set your company culture for new employees.
- The time put into a good orientation has many benefits.
 - Fewer injuries.
 - Improved employee performance.
 - Decreased turnover.
 - Stronger feeling of accountability for new hires.
 - Moral.

BASIC POINTS TO COVER:

(THIS IS NOT MEANT TO BE AN EXHAUSTIVE LIST, BUT INSTEAD SOME POINTS TO CONSIDER.)

- Introduction to employer
- Chain of command
- Company policies and safety rules
- Safety videos
- Job specifics
- Expectations and the manner of evaluation
- Job hazards
- MSDS
- Emergency procedures – evacuation plan
- PPE policies
- Procedures for reporting injuries
- Procedures for reporting personnel complaints.
- General worker rights and responsibilities
- Facility tour
- Document receipt of materials and orientation.

TRAINING

- An opportunity to evaluate the employee's potential.
- Time spent with an employer representative in the job of placement.
- Hands-on training with personal protective equipment.
- Hands-on training of equipment used.
- Consider a mentor program.
- OSHA training requirements.

<https://www.osha.gov/Publications/osh2254.pdf>

SAFETY MEETINGS

- Safety meetings can be a great opportunity to get feedback from temporary employees.
- Sometimes a new employee will point out hazards that long-term employees accept as common place.
- Including temporary employees in safety meetings will give them a greater feeling of responsibility, accountability, and being a part of the team.

SAFETY MEETING TIPS

- Keep a strict time limit and enforce it.
- Keep on track. Topics must be safety related.
- Have a representative of senior management stop in occasionally to show commitment.
- Don't only focus on the negatives. Reinforce some of the positive behavior witnessed.
- Initiate a safety incentive programs.
- Regularly rotate safety members.
- Add some fun to the meeting.
- Make sure that the message is getting back to the rest of the employees.
- Consider short (5-10 min) daily meetings prior to the start of work.

LANGUAGE AND CULTURE

- In a diverse workforce special attention should be paid towards cultural differences.
- Be aware of cultural differences and how they may affect safety and team work.
- Be sure to communicate safety policies in a way that can reach all team members.
- Make sure that all employees have a path to report safety issues and complaints.
- Create a feeling of inclusion for all employees.