

## NEW EMPLOYEE ORIENTATION

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### I. PURPOSE

To ensure that all new employees receive orientation to company goals, objectives, and to safe work performance expectations.

### II. REQUIREMENTS

The orientation plan will vary depending on the employees work history and experience however, where applicable shall include at a minimum an overview of the following:

#### A. General orientation:

1. Tour of premises, jobsite, etc.
2. Location and contents of Health / Safety Policy
3. Supervisor / Foreman Introduction
4. Process for reporting injuries
5. Fire Protection
6. Personal Protective Equipment
7. Hazard Communication
8. Drug /Alcohol Policy
9. First aid medical treatment
10. Specific job safety training
11. Fall Protection
12. Scaffolding Safety
13. Ladder Safety
14. Tools Safety

#### B. Documentation:

Document the specific subjects covered during the orientation and the person who conducted it. A copy of this document must be kept on file.