



Worksite: _____ Instructor: _____ Date/Time: _____

TOPIC C047: HELPING THE NEW GUY

Introduction: It doesn't matter how long you have been on the job or worked for the company, at one time or another everybody has been the "New Guy." Most accidents occur among the least experienced workers, especially new hires. A new employee is more likely to get hurt in the first year of employment, usually within the first few weeks of starting a new job.

Good pre-job safety training can help reduce the risk, but it is not always readily available or adequate. During the first day on the job, new employees are overloaded with information about company rules, regulations and procedures. It is equally important to emphasize safety and health.

There is no substitute for on the job training. New employees learn from watching and working with experienced employees. Seasoned employees must develop a mentoring attitude, set a good example, and must keep an eye on the new employee. Safety is everyone's responsibility and if a situation arises where a new employee could be injured, intervention is required.

Before the "New Guy" starts his first day on the job, it's important to go over the following:

Communicate safety issues, rules, and common hazards with the "New Guy" in a language that they can understand (if needed, find an interpreter).

Verify that he/she has filled out all of the appropriate paperwork at the office.

Take some time to verify that the "New Guy" is aware of the specific safety program for your company and the location of the appropriate safety manuals. Make sure he/she knows who to call for help in case someone is injured. Ensure that everyone knows how to get medical attention in the event of an injury.

Ensure that the new employee is familiar with the safety program and answer any questions that he/she may have. If the opportunity arises, become involved with safety committees or offer suggestions.

Go over the emergency action plan for the workplace and make sure they know what to do in case of an emergency. An effective response to an emergency can only be safe and organized when everyone knows what to do and follows instructions. Follow the procedures for reporting accidents, near-miss incidents, hazards, injuries and illness. Reporting gives the employer the ability to find ways to keep the incident from happening again.

Walk through the workplace and point out any hazards to the new employee, and make sure they know how to avoid them.

Ensure that the "New Guy" doesn't operate any equipment that he/she has aren't authorized or trained to operate.

Instruct the new employee to be aware that he/she is more accident-prone if not concentrating on the job at hand. Emphasize the need to focus on the job and safe work practices. If someone is thinking about personal issues or daydreaming, proper attention is not being given to safety.

Encourage the "New Guy" to ask questions. This is crucial for open lines of communication and for providing a safe work environment for everybody.

Watch out for the new addition to your team and check up on the new employee frequently.

Remember that shortcuts are accidents waiting to happen. Lead by example and follow complete work procedures.

Conclusion: It's always important to make new employees feel comfortable and welcome at work. Supervisors and long-term employees have the responsibility to make safe work practices known by example, and to reinforce these practices to all new employees.

New employees should expect to receive specific safety training from their supervisor and mentoring from experienced co-workers. Help the "New Guy" to be aware of the safe work practices for his/her specific job tasks and the workplace will be safer for everyone.

Employee Attendance:(Names or signatures of personnel who are attending this meeting)

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_____	_____
_____	_____

These guidelines do not supersede local, state or federal regulations, and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.