

## **New Hire Training**

Title 8, Section Order 3203, subsection (a)(7) states that all employers "*Provide training and instructions: When the program is first established;*

- *to all new employees;*
- *to all employees given new job assignments for which training has not previously been received; whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;*
- *whenever the employer is made aware of a new or previously unrecognized hazard;*
- *to familiarize supervisors with safety and health hazards to which employees under their immediate control may be exposed."*

Statistics reveal that workers are the most susceptible to injuries during their first month on the job. That's why you should provide basic safety training to new employees as soon as they hired or come under your supervision.

Before assigning tasks to your new hires, take the time to welcome them into your organization. Walk them around the jobsite or facility and introduce them to your safety procedures. Encourage veteran employees to help newer workers recognize hazards. Your efforts will make both new and veteran workers feel they are contributing to the safety of your company.

Your new hires need to be made aware of how serious safety training is right from the start. In your first meeting, reinforce the need for caution and appropriate protective equipment for each task. Emphasize that all unsafe conditions, accidents and "near misses" must be reported immediately and safety violations will be rewarded with disciplinary action. Show them what equipment they can and cannot operate without your authorization.

Make sure to cover these basics and document that you did:

- Your Safety Manual, where it is, and who is your Company Safety Officer
- Your Code of Safety Practices (safety rules) and hazards to be aware of.
- Your Company disciplinary policy for violating safety rules.
- What to do if there is an accident or injury.
- How to report emergencies.
- How to report unsafe conditions, accidents, and near misses (without fear of reprisal).
- How to report a workers' comp injury and file a claim.
- The location of material safety data sheets (MSDSs).
- How to care for and use personal protective equipment.
- Specific hazards to which exposure may occur. (scaffolding, fall protection, electrical, etc.)
- How to use tools, machinery, or hazardous processes.
- What housekeeping and personal cleanup rules must be followed.
- The location of emergency equipment, first-aid supplies, and designated smoking areas.

Additionally, in construction, employers must provide safety training (*documented!*) no less than every 10 working days.

## **Is it Recordable? The Definition of First Aid.**

From Title 8, §14300.7, General Recording Criteria:

For the purposes of Article 2, "first aid", *which is not recordable*, means the following:

1. Using a nonprescription medication at nonprescription strength (for medications available in both prescription and non-prescription form, a recommendation by a physician or other licensed health care professional to use a non-prescription medication at prescription strength is considered medical treatment for recordkeeping purposes);
2. Administering tetanus immunizations (other immunizations, such as Hepatitis vaccine or rabies vaccine, are considered medical treatment);
3. Cleaning, flushing or soaking wounds on the surface of the skin;
4. Using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™ (other wound closing devices such as sutures, staples, etc. are considered medical treatment);
5. Using hot or cold therapy;
6. Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. (devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment for recordkeeping purposes);
7. Using temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, backboards, etc.);
8. Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister;
9. Using eye patches;
10. Removing foreign bodies from the eye using only irrigation or a cotton swab;
11. Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means;
12. Using finger guards;
13. Using massages (physical therapy or chiropractic treatment are considered medical treatment for recordkeeping purposes); or
14. Drinking fluids for relief of heat stress.

This is a complete list of all treatments considered first aid for recording purposes. All other procedures are recordable.