

New Hire

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 come under your supervision.

Before assigning tasks to your new hires, take the time to welcome them into your organization. Walk them around the facility and introduce them to their coworkers. Encourage veteran employees to help newer workers feel at ease. Your efforts will make both new and veteran workers feel they are contributing to the success 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. Show them what equipment they can and cannot operate without training.

Make sure to cover these basics:

- Proper safety practices and hazards to be aware of.
- What to do if there is an accident or injury.
- How to report emergencies.
- How to report accidents and near misses.
- 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.
- 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.