



**ISRI**<sup>TM</sup>

# SAFETY GUIDANCE MATERIAL

## SAFETY MANAGEMENT GUIDANCE

*This safety resource was written for the scrap industry by the scrap industry and was developed to assist you in making your scrap operation a safe place for employees, customers, and visitors. The best safety programs are custom-tailored to individual operations. These resources offer sample wording of policies and procedures.*

### NEW EMPLOYEE ORIENTATION

#### APPLICABLE STANDARDS:

- 1910.66 Powered Platforms, Manlifts, and Vehicle-Mounted Work Platforms
- 1910.95 Occupational Noise Exposure
- 1910.120 Hazardous Waste Operations and Emergency Response
- 1910.134 Respiratory Protection
- 1910.146 Permit-Required Confined Spaces
- 1910.156 Fire Brigades
- 1910.157 Portable Fire Extinguishers
- 1910.178 Powered Industrial Trucks
- 1910.217 Mechanical Power Presses
- 1910.332 Training
- 1910.1030 Bloodborne Pathogens
- 1910.1096 Ionizing Radiation
- 1910.1200 Hazard Communication

**EMPLOYEES AFFECTED:** All new employees

#### WHAT IS IT?

New employee orientation begins the first day on the job and continues through the new employee's on-the-job training. During the orientation, new employees learn about your company's policies, procedures, benefits, and environmental, health, and safety programs.

#### WHY IS IT IMPORTANT?

The first few weeks on the job for a new employee can be overwhelming. The employee not only is inundated with information regarding rules and regulations, but also has questions and concerns about issues such as benefits, where to park or where to eat, how to do the job, etc. It is during this time frame that the employer must make every effort to address new employees' concerns in order to help them become safe and productive employees.

#### WHAT IS REQUIRED?

- Develop an orientation checklist.
- Prepare orientation presentations.
- Assemble the necessary materials, such as handbooks, training records and checklists, tests and quizzes, and personal protective equipment.
- Monitor results.



## **HOW DO YOU DO IT?**

### **Develop a new employee orientation checklist**

The checklist will allow you to consistently deliver new employee orientations without the worry of forgetting something. Appendix A presents a sample checklist along with a list of suggested topics.

### **Develop your presentations for each subject**

Effective communication begins with proper presentation techniques. The presentation must convince the employee of the relevance and importance of the material being presented. Appendix B discusses presentation techniques.

### **Assemble materials**

You will need materials for all new employees. These might include:

- Employee handbooks (if available). A company handbook and/or a safety handbook can provide valuable reinforcement of your orientation presentations, and the orientation period is an excellent time to distribute them.
- Training record. This is a dated record stating that the individual has successfully completed training in a specific area or topic.
- Tests or quizzes. These can be written or verbal, true/false, or multiple-choice. They will aid you in determining the effectiveness of your presentation. You must take into consideration the literacy and language barriers of each new employee. Don't assume that employees can read or write in their native language.
- Personal protective equipment, including locks and tags if applicable.
- On-the-job training checklist/manual (if applicable). This is a reference that departmental managers, supervisors, and mentors can use to complete and verify on-the-job training. It is also an excellent reinforcement tool for some of the training done during orientation. Examples are given in Appendix C.

### **Monitor results**

Through quizzes, questioning, and observations, verify that each new worker has a firm grasp of knowledge needed to be a safe and productive employee.

## APPENDIX A: New Employee Orientation Checklist

The new employee orientation checklist should be your guide for all orientations. You can make it company-wide, department-specific, or both. Here is an example of what a checklist might look like.

[Company name]

**ORIENTATION CHECKLIST**

**Employee name:** \_\_\_\_\_ **Date of hire:** \_\_\_\_\_  
**Department:** \_\_\_\_\_ **Job title:** \_\_\_\_\_

**Companywide Subjects (General)**

<b>Subject</b>	<b>Complete (√)</b>
Company vision statement (distribute and review)	<input type="checkbox"/>
Attendance policy (distribute, review, and sign acknowledgement receipt )	<input type="checkbox"/>
Pay policy	<input type="checkbox"/>
<i>[continue as necessary]</i>	

**Companywide Subjects (Safety, Health, Environmental)**

<b>Subject</b>	<b>Complete (√)</b>
Company safety policy (distribute and review)	<input type="checkbox"/>
Spill prevention control and countermeasure	<input type="checkbox"/>
Hazard communication	<input type="checkbox"/>
<i>[continue as necessary]</i>	

**Departmental Subjects (Safety and Health)**

<b>Subject</b>	<b>Complete (√)</b>
Fork truck operation (video, written test, hands-on training in department)	<input type="checkbox"/>
Lockout/tagout (video, discussion, test)	<input type="checkbox"/>
Baler operations (PowerPoint resentation, on-the-job training)	<input type="checkbox"/>
<i>[continue as necessary]</i>	

Remember, the checklist is a template for making sure that all employees receive the same training. As you begin to develop your checklist, do not take shortcuts. List every subject that you feel necessary to develop a well-informed, safe employee. The checklist (especially the department-specific portion) can also be used for employee transfers or simply for a refresher class.

Listed below are just a few subjects that you will want to consider addressing in your new employee orientation. Add additional subjects that are intrinsic to your facility.

### **Companywide subjects (general)**

- The company (purpose, scope, and mission), past, present, and future
- Expectations
- Policies and work hours
  - a) Attendance policy (excused/unexcused absences, tardiness, etc.)
  - b) Work hours (time cards, time sheets, starting time, quitting time, breaks, lunch hour, etc.)
  - c) Pay periods and practices (week ending, payday, overtime, etc.)
  - d) Cell phone, e-mail policies
  - e) Disciplinary policy
- Federal and/or state policies
  - a) Americans with Disabilities Act
  - b) Age Discrimination in Employment Act
  - c) Family and Medical Leave Act
  - d) Sexual discrimination
  - e) Workers' compensation plan
  - f) Health Insurance Portability and Accountability Act (HIPAA)
- Benefit packages
  - a) Pay rate
  - b) Health and dental insurance
  - c) Prescription insurance
  - d) Life insurance
  - e) Disability insurance
  - f) Retirement plan
  - g) Profit sharing
  - h) Incentive plans
  - i) Vacation
  - j) Sick days

### **Companywide subjects (safety, health, environmental)**

- Safety and health policy statement
- Environmental policy statement
- Fire prevention plan
- Emergency action plan
- Recordkeeping and injury reporting
- Safety committee
- Smoking policy
- General yard safety
- Safe lifting techniques
- Identifying hazardous and unwanted materials
- Slips, trips, and falls
- Spill prevention control and countermeasure
- Stormwater pollution prevention plan
- Control of air emission

- Control of energy use
- Housekeeping
- Security

**Departmental subjects (safety, health, environmental)**

- Personal protective equipment (PPE)
- Conveyor operations
- Baler operations
- Shear operations
- Shredder operations
- Furnace operations
- Crane operations
- Fork truck operations
- Skid steer/loader operations
- Fall protection
- Confined space
- Respiratory protection
- Electrical safety
- Machine guarding
- Fire protection and flammable storage
- Hearing conservation
- Bloodborne pathogens

## APPENDIX B: Presentation Techniques for New Employee Orientation

*All the world's a stage, and all the men and women merely players.*

William Shakespeare

The very instant you walk into the orientation room, the curtain has opened, and your new employee immediately begins to sense, review, and critique your role as a representative of your company. If you come across as not wanting to be there, for example, or if you project a feeling that the orientation is interfering with your day, the new employee will sense it, and might decide that the company as a whole is uncaring and impersonal. On the other hand, if you truly exude a willingness and happiness to be there, and take the time to show the employee that he or she is the most important concern in your life right now, you will start off with a more enthusiastic employee who will sense that accepting employment at your facility was the right thing to do. So how you present information to your new employee is extremely important.

Listed below are suggestions to help you deliver a solid performance every time you hold an orientation class.

### The stage (orientation room)

You expect undivided attention from new employees, and they expect the same from you. This means that you want a meeting area free from distractions. Here are some things to consider when choosing an orientation room:

- Is the room telephone-free? If not, can the phone volume be turned off?
- Is the room subject to traffic? Are employees constantly coming in to use soda or snack machines? Is the room also an entrance/exit point to the building? If it is, look elsewhere.
- Does the room offer adequate accommodations for audiovisual equipment (screen, DVD/VCR)?
- Is lighting adequate?
- Is the room and seating comfortable?
- Do you (the presenter) have room to move around?

### The props (equipment)

If you will be showing a video or PowerPoint presentation, pace the audiovisual elements in such a way that you do not lull your audience to sleep. Consider using some of the following equipment to enhance your presentation:

- Chalkboard, erasable board, or easel with paper: This a great tool for writing down key roles in your presentation. And taking the time to write on a board shows commitment on your part.
- Damaged protective equipment: Don't discard every shattered pair of safety glasses or damaged hard hat you come across. They serve as excellent visual displays of their importance on the job.
- Pieces of scrap: Great for illustrating sharp edges (cuts) or smooth oily surfaces (slips, housekeeping).

Some presenters use models of a human skeleton to illustrate back injuries or other musculoskeletal disorders. Others use model trains and track to illustrate the dangers of walking between cars. It's all up to you.

### The performance

Now that you know what you are going to discuss and what approach you are going to use (video, discussion, PowerPoint, etc.), it is time to convey your message in a lively, proactive tone that keeps the new employee interested and engaged. Some points to keep in mind:

- Be prepared. Not only do you have to be prepared, you have to *look* prepared. Make sure that all audiovisual equipment is operational before your audience arrives.

- Start on time. This helps set the tone that you are serious about what you are doing.
- Stay focused and committed. This reinforces your intent.
- If need be, break up the orientation over the course of more than one day. Maybe do just three or four hours of classroom time and spend the balance of the day on the job.
- Encourage employee participation. This keeps the orientation interesting and helps you determine the effectiveness of the training.
- Do what you say, say what you do: Make sure that what you teach an employee is what is actually being done on the job. The orientation program can be quickly undermined if the new employee is taught something during orientation only to later find out that it is not done that way anymore.
- Stay with the employee. Don't turn on a video and walk out of the room, only to return to put in the next video.
- Verify orientation. A written test or quiz, or just verbal questioning regarding subjects covered, will indicate whether the employee grasped the information presented, and if and where improvement or repetition is needed.

## APPENDIX C: New Employee On-the-Job Training Checklist/Manual

The orientation process continues on the job. It is extremely important to have documentation of progress gained and knowledge acquired in the field. To do this, create an on-the-job training checklist/manual that can be used by the department supervisor or designate as an aid to consistent training.

On the checklist or training record, reference any work instructions, safe job procedures, one-point safety lessons, and hazard assessments you might use. If you are not using any of these tools, try to be as specific as possible in your checklist/manual in order to cover all facets of a particular operation. (You also might want to begin developing these tools at this point.) Below is an example of an on-the-job training checklist.

[Company name]			
<b>NEW EMPLOYEE ON-THE-JOB TRAINING CHECKLIST</b>			
Name: _____		Department: <u>Steel yard</u>	
<b>General topics for all employees</b>			
<b>Referenced material</b>	<b>Employee signature</b>	<b>Trainer signature</b>	<b>Date</b>
Location of fire extinguishers			
Housekeeping (WI 2018)			
Inspecting scrap (WI 2003)			
Lifting procedures (SJP 1009)			
<b>Topics for all steel yard employees</b>			
<b>Referenced material</b>	<b>Employee signature</b>	<b>Trainer signature</b>	<b>Date</b>
Picking table operations (SJP 1020)			
Moving rail cars (SJP 1008, 1016; OPSL 3001, 3002)			
Torch cutting (SJP 1006)			
Hazard assessments (CHA 7002, 7003, 7007)			