New Employee Orientation

New employee orientation provides your employees with a foundation as they start work at your organization. It gives new employees an initial impression of your organization and establishes the basis for everything to follow, including workplace safety and health (S&H). Your orientation helps new employees learn about your policies and procedures, acceptable norms and behaviors, and expectations for a safe workplace. It is best for your orientation to be practical (applies to the worksite) with hands-on components to allow your new employees to understand safety concepts and their expectations at your organization. This one pager provides information on possible training topics and actions to make sure your new employee orientation is effective at your worksite.

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TRAINING TOPICS

The length of your new employee orientation and the topics you cover depends on your workplace. Review your Service and/or Agency requirements to define any topics you must include. Many worksites use the orientation process as an opportunity to introduce new employees to any safety management system (SMS) at the worksite. Additional examples of training topics include:

New Employee Orientation Basics			
OSH Act Rights	How to Report Hazards	Protective Measures	Emergency Preparedness Roles & Responsibilities
Safe Work Procedures	Workplace Hazards	Personal Protective Equipment (PPE)	Signs & Symptoms of Workplace-related Illnesses

Think about how to make your orientation process as informative as possible. Consider introducing key personnel and subject matter experts at your orientation (e.g., safety staff, industrial hygienist) and discussing how to get involved with S&H committees, if applicable. Encourage employees to ask questions about workplace S&H.

ESTABLISH TRAINING

Consider the following actions to organize your training and plan the delivery:

➢ Make a new employee orientation training checklist

➢ Choose a variety of training methods, unless specified by Service/Agency requirements or an OSHA standard (refer to 29 CFR 1910.9(b))

➢ Create a process/form to document the completion of each new employee orientation session and the content covered

➢ Decide how to evaluate the effectiveness of the orientation (e.g., trainer evaluations, course evaluations)

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SCHEDULING

Schedule all new employees for new employee orientation; there should be no exceptions. Set a timeframe (e.g., within 7 days of employment) for employees to complete this training. Your Service or Agency guidance may identify timeframes for you to follow. Establish a process to monitor the completion of this training for all new employees.

SITE-SPECIFIC TRAINING

Information provided during orientation often overwhelms new employees. It is beneficial to accompany your general orientation process with a site-specific orientation (where the employee is scheduled to work).

Site-specific training typically includes a tour of the entire work area and covers information, such as the location of emergency equipment, emergency procedures, safety bulletin boards, specific PPE, safe work procedures, and hazard analysis documents.

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Supervisors usually take on this duty since they can lead by example and encourage employees to apply the information learned from orientation.

OBSERVATIONS

Once new employees begin work, ask supervisors to observe employees to see if they are following safety policies and procedures. If a new employee is creating an unsafe or unhealthful working condition, immediately correct the employee and determine if a need for refresher training exists.

REVIEW AND UPDATES

Review and update new employee orientation content annually (suggested) and as workplace changes occur.

Consider the feedback gained from course evaluations, trainer evaluations, supervisor observations and input, and regulatory changes when updating your orientation. Be sure to communicate changes to the personnel involved in the orientation process.

For additional information on the SMCX's services, please visit the SMCX-hosted website at: https://www.smscx.org/.

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