

Step 7

Written Orientation & Training Plan

Proper safety training is one of the most important aspects of an effective safety program. New employees need to be taught the company's safety policies, specific job safety requirements and mandated OSHA training. The goal of safety training is not only to convey knowledge, but to develop the proper attitude towards safety and establish safe work practices from the beginning.

All supervisors and management employees need to be put through a thorough safety training orientation. To ensure that new employees are put through the necessary safety training, and that this training is documented properly, new Employee Safety Orientation guidelines should be developed.

In addition to the New Employee Safety Orientation Training the following types of training should be included in your training program:

- * Ongoing refresher safety training.
- * OSHA required follow-up training.
- * Job specific when employees are transferred to different jobs.
- * Follow-up training when behavior indicates retraining is needed.
- * Anytime a new substance, process or procedure or equipment is introduced.
- * On any accidents that could be repeated.

Training should be documented and the documentation should include the date, subject, instructor's name and names of employees receiving the training.

NEW EMPLOYEE SAFETY TRAINING SIGN-OFF FORM

In order to ensure that all new employees are receiving the safety training necessary to work safely at **Our Company** and meet OSHA specific safety training requirements, this checklist has been developed. Each item outlined is to be reviewed with each new employee. After the training has been completed and the trainer is convinced the new employee adequately comprehends the training, the trainer is to check-off each item. The trainer and new employee are to sign the bottom of the form.

The form will be filed in the employee's personnel file.

- | | |
|----------------------------------------------------------|------------------------------------------------------------------------------|
| <input type="checkbox"/> Company Policy Statement | <input type="checkbox"/> Lockout/Tagout Procedures |
| <input type="checkbox"/> Employee Commitment to Safety | <input type="checkbox"/> Proper Lifting |
| <input type="checkbox"/> General Work Rules | <input type="checkbox"/> Reporting Unsafe Conditions |
| <input type="checkbox"/> Personal Protective Equipment | <input type="checkbox"/> Hearing Conservation |
| <input type="checkbox"/> Hazard Communication Program | <input type="checkbox"/> Fire Extinguisher Safety |
| <input type="checkbox"/> Reporting Injuries | <input type="checkbox"/> Bloodborne Pathogens |
| <input type="checkbox"/> Emergency Evacuation Procedures | <input type="checkbox"/> Company Policy for Enforcing
Safe Work Practices |
| <input type="checkbox"/> Housekeeping | |

I, _____, the designated safety trainer have covered the above areas with _____ on _____ (Date) and am confident that he/she understands each of the above areas and will be able to use the information effectively.

I, _____, have received the training on each of the above areas. I understand that safe work behavior is a condition of employment and that I am required to work safely at all times.