

Safety Orientation New Employee



General Industry

New Employee Safety Orientation Review

These requirements are established to protect lives and property. All employees are required to follow these rules to help safeguard themselves and their coworkers.



Hand tools

- Keep all tools in good condition with regular maintenance.
- Use the right tool for the job.
- Examine each tool for damage before use and do not use damaged tools.
- Operate tools according to the manufacturers' instructions.
- Use correct personal protective equipment.¹

Lifting and carrying

- Never lift beyond your strength. Get help.
- Always crouch down to what you are going to lift. Don't bend down to the load.
- Get a good footing, placing your feet about shoulder width apart.
- Lift gradually. Don't jerk upward.
- Avoid twisting motions by shifting the position of your feet.
- Lift by standing up or pushing up with your leg muscles. This takes the strain off your back muscles.

- To put down a load, generally reverse the above methods.²

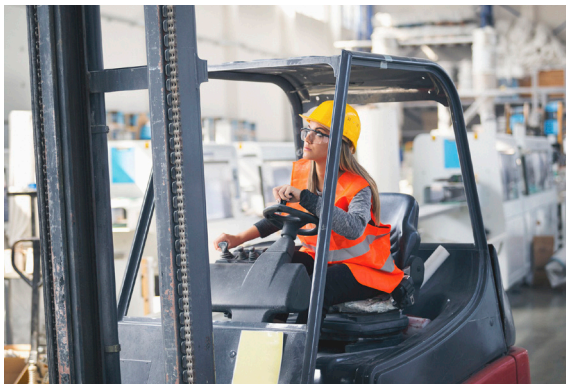
Material storage

- Only stack objects to a safe height and ensure that the stack will remain steady and that the floor load limit is not exceeded.
- Maintain at least 18 inches between the stack and any sprinkler heads.
- Be sure to maintain a minimum 3-foot clearance around electrical panels and service entries.³



Machine operations

- Follow machinery-specific guidelines.
- Practice pre-use machinery inspection.
- Perform a visual inspection of the machinery for visible defects or damage. Perform a functional check to ensure that all controls, safety devices and other components are working correctly.
- Wear personal protective equipment (PPE) to provide a physical barrier between you, the operator and any potential hazards, such as flying debris, chemicals or noise.
- Use the appropriate PPE for your specific machinery or work environment and ensure that PPE is properly fitted and in good condition.⁴



Lift truck operation

- Do not operate a forklift unless you have been trained and licensed.
- Always use a seatbelt so that if an overturn occurs, you are held firmly to the seat and are not at risk of being pinned under the forklift.
- Operate the forklift at a speed that will permit it to be stopped safely.
- Slow down and sound the horn at cross aisles and other locations where vision is obstructed. Always look toward the travel path and keep a clear view of it.⁵

Ladders

- Maintain three-point contact while ascending or descending a ladder.
- Face the ladder when ascending, descending and working.
- Use the correct ladder for the job and ensure that it is sturdy enough to hold the load.
- Inspect ladders before use. Check for loose, cracked, bent, missing or broken steps or rungs, rails and non-slip feet. Always make sure the ladder is stable.⁶

Housekeeping

- Practice good housekeeping in your work area. You are responsible for keeping your area organized.

- Report areas in need of attention to your supervisor or a member of the safety committee.
- Clean spills immediately.
- Return tools and other equipment to their proper storage place after use.⁷

Fire

- Report all fire hazards immediately.
- When contacting 911 or the local response team for help, give the operator specific information, including the location of the fire. Refer to the emergency response plan for prompt evacuation.
- If the fire alarm sounds, go to the nearest fire exit, per our company evacuation plan.
- Follow the instructions of your supervisor or the designated fire coordinator in your area.
- Do not take personal belongings with you.⁸



Hazard communication

- Hazardous materials present great risks to your safety and health. A list of hazardous materials used in this facility will be provided to you for review.
- All containers must be labeled with safety information that lists the contents, the name and address of the manufacturer or importer and specific hazards, including the degree of hazard.
- A safety data sheet [SDS] that contains additional safety details is kept for every chemical used in our facility. You can access them at any time.

- You are required to read the container label and its appropriate SDS before using any chemical in our facility.
- Make sure you know where to access our facility's hazardous materials list and SDS.
- Make sure you know how to read the labels and SDS correctly.
- Make sure you familiarize yourself with the location of the eyewash station and shower within the facility.⁹

Safety device restrictions

- Removing or changing the operation of any safety device is prohibited.
- Only trained and authorized persons should adjust safety controls.
- Under no circumstance is anyone authorized to bypass safety features without adequate protection.
- Authorized safety technicians must take the same precautions as all other employees.¹⁰

Slip, trip and fall

- Use handrails and walk—don't run—when going up or down stairs.
- Do not place objects on steps or in walkways. Pick up tools, materials and trash to avoid a tripping hazard.
- Immediately report dangerous walking and working surfaces, such as damaged flooring, uneven surfaces, loose boards, torn carpets, protruding nails and other hazards.
- Keep file drawers closed and boxes off floors in offices.
- Keep power cords out of walkways and stairwells. If it's necessary to string a cord across a walkway, tape it down securely and put a cone or warning sign nearby.¹¹



Electrical

- Use nonconductive wood or fiberglass ladders when working near power lines.
- Remove cords from receptacles by pulling on the plug, not the cord.
- Visually inspect all electrical equipment before use. Any equipment with frayed cords, missing ground prongs, cracked tool casings, etc., should be removed from service.
- Do not stand in wet areas when using portable electrical power tools.
- Use double-insulated tools and equipment that are distinctively marked.¹²

Footnotes:

1. Occup. Safety and Health Admin. [OSHA]. Hand and Power Tools, U.S. Dept. of Labor, OSHA 3080, 2002 [Revised] www.osha.gov/sites/default/files/publications/osh3080.pdf [Accessed Jan. 9, 2024].
2. "Solutions for Electrical Contractors eTool – Materials Handling." Occup. Safety and Health Admin. [OSHA], U.S. Dept. of Labor, www.osha.gov/etools/electrical-contractors/materials-handling/heavy [Accessed Jan. 9, 2024].
3. Occup. Safety and Health Admin. [OSHA]. Materials Handling and Storage, U.S. Dept. of Labor, OSHA 2236, 2002 [Revised], www.osha.gov/sites/default/files/publications/osh2236.pdf [Accessed Jan. 9, 2024].
4. "Machine Guarding." Occup. Safety and Health Admin. [OSHA], U.S. Dept. of Labor, www.osha.gov/machine-guarding [Accessed Jan. 9, 2024].
5. Occup. Safety and Health Admin. [OSHA]. OSHA Quick Card: Safe Forklift Operation, U.S. Dept. of Labor, OSHA 3949-04R 2019, "www.osha.gov/sites/default/files/publications/OSHA3949.pdf" [Accessed Jan. 9, 2024].
6. Occup. Safety and Health Admin. [OSHA]. Stairways and Ladders. A Guide to OSHA Rules, U.S. Dept. of Labor, OSHA 3124-12R 2003, www.osha.gov/sites/default/files/publications/OSHA3124.pdf [Accessed Jan. 9, 2024].
7. 29 C.F.R. § 1915.81 [2024] [Housekeeping: www.osha.gov/laws-regs/regulations/standardnumber/1915/1915.81].
8. 29 C.F.R. § 1926.150 [2024] [Fire protection: www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.150].
9. Occup. Safety and Health Admin. [OSHA]. OSHA Brief. Hazard Communication Standard: Safety Data Sheets, U.S. Dept. of Labor, DSG BR-3514 2/2012, www.osha.gov/sites/default/files/publications/OSHA3514.pdf [Accessed Jan. 9, 2024].
10. 29 C.F.R. § 1926.702 [2024] [Requirements for equipment and tools: www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.702].
11. 29 C.F.R. §§ 1910.21, 1910.22, 1910.25, 1910.28, 1910.29 & 1910.30 [2024].
12. Occup. Safety & Health Admin. [OSHA]. OSHA Fact Sheet – Working Safely with Electricity. U.S. Dept. of Labor, DOC FS-3942 02/2018, www.osha.gov/sites/default/files/publications/OSHA3942.pdf [Accessed Jan. 16, 2024].



MEMBER OF GREAT AMERICAN INSURANCE GROUP

Summit manages affiliates Bridgefield Casualty Insurance Company, Bridgefield Employers Insurance Company and Bridgefield Indemnity Insurance Company, and non-affiliates, BusinessFirst Insurance Company, RetailFirst Insurance Company and Retailers Casualty Insurance Company. Not licensed in all states. For a complete listing of carrier state licensing, visit summitholdings.com.

The information presented in this publication is intended to provide guidance and is not intended as a legal interpretation of any federal, state or local laws, rules or regulations applicable to your business. The loss prevention information provided is intended only to assist policyholders of Summit managed insurers in the management of potential loss producing conditions involving their premises and/or operations based on generally accepted safe practices. In providing such information, Summit Consulting LLC does not warrant that all potential hazards or conditions have been evaluated or can be controlled. It is not intended as an offer to write insurance for such conditions or exposures. The liability of Summit Consulting LLC and its managed insurers is limited to the terms, limits and conditions of the insurance policies underwritten by any of them.

SLCS0738 REV 5/24 (23-291) ©2024 Summit Consulting LLC (DBA Summit. *Know the people who know workers' comp.* LLC) PO Box 988, Lakeland, FL 33802. All rights reserved.