

# Self Assessment Guide for New Employee Safety Orientation

## Overview:

It is essential that new employees receive a comprehensive safety orientation in order to provide them with the understanding and knowledge necessary to mitigate the risk of injury, and allow them to see where their new role fits in supporting and participating in the co-op's safety processes. Injury statistics show that new employees are much more likely to sustain on-the-job injuries than more experienced workers. It is critical that we make every effort prevent this possibility.

The orientation should be built to clearly reflect the cooperative's value for safety. The new employee should be able to sense the attention to safety in every area or function of the business starting on the first day of employment. The orientation should be more than just a short time period blocked out to review a few policies, rules and procedures (although this should be part of the plan). The orientation should be considered an important investment made by the cooperative to protect the welfare of a new employee and the first step in creating a stronger culture for safety that this new employee will potentially work in for many years.

A tone for safety should be set during the orientation that should not only be heard but also seen and felt by the new employee that establishes safety as a clear expectation of how work gets productively completed. It is a condition of future career development and employment.

The orientation should have a well pre-planned agenda with clear responsibilities outlined for each participating mentor. A sample of topics and activities that may be included are:

- Safety Policies
- Safety Vision and Principles
- Safety Roles & Responsibilities
- Safety Improvement Plans and Priorities
- Performance Review Criteria for evaluating safety performance
- Career development expectations in safety performance
- Incident & Near Miss reporting processes and procedures
- Injury reporting procedures
- Facility, equipment, material and field walk through orientations
- Assignment of a new employee safety mentor to coach and answer daily safety questions for the three months of employment
- First Aid
- Housekeeping, etc.

More specific safety items that may be included for review are:

- Personal Protective Equipment
- Back Injury Prevention

- Hazard Communications
- Hazardous Assessment and Identification processes
- Radio Communications
- Vehicle Safety Rules/Regulations

There should also be pre-planned follow-up safety feedback sessions between the new employee and the appropriate co-op leader to specially answer safety related questions, address concerns, solicit input and strengthen working relationship between leaders and the new employee with the expressed purpose to strengthen teamwork and the culture that relates to safety.

It is important to document the safety orientation as well as any other safety training.

<b>Evaluation Matrix – New Employee Orientation on Safety</b>		
<b>Evaluation</b>	<b>#</b>	<b>Attributes</b>
	1	A comprehensive new employee orientation(s) is conducted for safety
	2	The orientation sets the tone for safety being core value of the organization
	3	An adequate amount of time and effort is pre-planned and allotted to safety
	4	The schedule is pre-planned with designated roles and responsibilities that align to clear objectives established for a new employees and safety
	5	A safety mentor is assigned to a new employee to guide and support on safety related issues through the first several months of employment
	6	HR procedures that support safety are thoroughly explained (i.e. performance review criteria to evaluate safety performance, safety performance expectations evaluated for future career development opportunities and/or promotions, etc.)
	7	Safety improvement plans and priorities are explained
	8	The co-ops safety vision and principles are thoroughly reviewed
	9	The co-op Safety Policy(s) and expectations are thoroughly reviewed
	10	The co-ops pause or stop work policy for observed unsafe situations or conditions is thoroughly explained
	11	A facility and/or field safety walk through is conducted to familiarize the employee with safety issues and appropriate behaviors
	12	Safety meetings participation and expectations are fully explained
	13	Appropriate Personal Protective Equipment is issued, and its proper application and use is reviewed
	14	Apprentice program participation is explained
	15	Hazard identification and reporting process is thoroughly explained
	16	Expectations in completing all necessary safety forms is explained
	17	Hazardous operations such as working around power lines, confined spaces, trenching/shoring, work zone protection, lockout/tag-out are thoroughly discussed
	18	Appropriate OSHA compliance requirements are discussed
	19	First Aid, CPR and AED training requirements are explained
	20	Employees were familiarized with the location and proper use of safety equipment (i.e. first aid kits, fire extinguishers, AED, etc.)

	21	Overtime and storm restoration rest policies are discussed and understood
	22	Employees are encouraged to ask questions on any subject matter related to safety and participation in the program
	23	Employees were provided copies of all appropriate cooperative rules/policies/procedures

*5 - Exceeds, 4 - Satisfies All, 3 - Satisfies Most, 2 - Partially Satisfies, 1 - Fails to Satisfy Requirements*

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