

## **Section 2: NEW EMPLOYEE SAFETY ORIENTATION**

### **INTRODUCTION**

It is up to each of us to create a culture of working safely within King County government. To that end, every new employee must receive a safety orientation. Aside from the fact that a new employee safety orientation is required by law, (WAC 296-800-140), a safety orientation performed by a direct supervisor on an employee's first day of work is an opportunity to get a new employee off on the right-foot and fulfill several additional regulatory requirements.

A New Employee Safety Orientation must be conducted whether the employee is a new hire, a re-hire, or transferred from another job. The orientation should be performed by the employee's immediate supervisor during an initial walk-through of the job, or at least by an authorized lead within the same work group. Even if technical/procedural portions of a new employee orientation are provided by a safety professional or safety trainer, it is important for the direct supervisor to convey that *safety is important to me and it should be important to you.*

Attachments 1 through 4 provide examples of checklists and/or forms that can be used to perform New Employee Safety Orientations. These documents can be modified as appropriate to suit the supervisor's needs. Regardless of the form used, the topics covered and an employee's participation in the safety orientation must be documented, and that documentation must be retained by the employer and available for inspection by the Department of Labor and Industries.

The safety orientation should address all of the talking points listed below, as applicable, and any other information necessary for the new employee to perform his or her job safely. Additional safety training that is beyond the scope of an orientation may be required for certain jobs. See Section 4, Employee Safety Training, for information on training classes offered by Safety and Claims Management.

Office employees are not exempt from a safety orientation. Many of the topics listed below, such as emergency procedures, how and where to get first-aid, how to report a work-related injury, how to report unsafe working conditions and more, apply to all employees and can best be addressed in the context of a New Employee Safety Orientation. Moreover, some of the most serious employee injuries have stemmed from lifting boxes of files, or repetitive stress injuries incurred in an office work environment. A New Employee Safety Orientation is the perfect time and place to discuss safe lifting practices and how to request an ergonomic evaluation. New Employee Safety Orientations apply to everyone!

For further assistance please call Safety and Claims Management at 206-477-3350.

## **NEW EMPLOYEE SAFETY ORIENTATION TALKING POINTS**

- Discuss the department's safety program, health and safety committee, and accident review process.
- Identify Safety Committee representative(s) and the division or department's Safety and Health Professional by name.
- Explain how to report unsafe working conditions and/or work practices. A typically hierarchy is to first notify the direct supervisor, then a safety committee representative and/or the department's Safety and Health Professional (in Safety and Claims Management). If there is a perceived immediate hazard, do not hesitate to contact the Safety and Health Professional directly.
- Explain how to report a work-related injury.
- Describe where and how to get first-aid treatment.
- Discuss applicable safety rules and procedures, and any other task-specific information the employee needs to perform his or her job safely. This includes safe practices for using machinery, equipment, and materials, a review of all known potential hazards, and any required personal protective equipment (PPE).\*
- Demonstrate required personal protective equipment (PPE), if any:
  - Applications (when, where, how to use)
  - Limitations
  - Care and maintenance of PPE
  - Employee demonstration of competence in using required PPE
- Describe the department's Hazard Communication - Globally Harmonized System (GHS) as applicable:
  - Inform employee of existence of the Hazard Communication (GHS) and his or her right to know about chemical hazards
  - Identify hazardous materials used or encountered on the job, and discuss signs and symptoms of over-exposure and related health effects

- Review proper chemical handling procedures and required personal protective equipment (PPE) if any
- Discuss emergency procedures in the event of spills, contact with chemicals, or other incidents
- Show the location of eyewash stations and emergency showers (where applicable), or other emergency equipment
- Review and explain Safety Data Sheets (SDSs), including where they are located
- Describe emergency procedures:
  - Discuss emergency response (fire, earthquake, intruder, bomb threats)
  - Location of the Automated External Defibrillator (AED), who the site coordinator is, and availability of training
  - What to do and where to go in the event of each emergency situation
  - Location of and discussion of how and when to use fire extinguishers
- Highly desirable but not required by law - the supervisor should clearly state his or her personal priorities, expectations, and evaluation criteria, e.g.:
  - Safety is my highest priority. If you ever doubt that, talk to me. It is *my* job to provide you with the training and tools you need to perform *your* job safely. If you do not feel that that is the case, talk to me. If you feel that your working conditions are unsafe, talk to me.
  - I expect everyone to observe the safety procedures and safe work-practices set out in the new employee orientation and all subsequent training. Beyond designated procedures, I expect everyone to take personal responsibility for working and behaving in a safe manner.
  - Your (safety-related) behavior is one of my primary considerations when I evaluate your overall job performance.

**Attachment 1**

**NEW EMPLOYEE SAFETY ORIENTATION CHECKLIST**

- **Work-related injuries:** How to report a work-related injury or illness
- **First aid:** Location of supplies and who has current First-Aid/CPR certification
- **Employee Safety Committee**
  - Inform employee of existence/purpose of Safety Committee
  - Identify committee representatives and Safety and Health Professional
- **Unsafe working conditions and/or work practices:** How to report unsafe working conditions and/or work practices
- **Hazard Communication Program/Globally Harmonized System (GHS)**
  - Inform of existence and employees rights
  - Review proper handling procedures and any required protection equipment
  - Explain Safety Data Sheets
- **Emergency Procedures**
  - Types of emergencies that may be reasonably anticipated
  - How and who to report an emergency
  - How to evacuate (or not) and where to meet for a head count
- **Fire Extinguishers:** Locations; how and when to use
- **Automated External Defibrillator (AED):** Locations, site coordinator, training availability
- **Safe Lifting.** Discuss proper lifting techniques
- **Ergonomic Evaluations.** Discuss the availability of ergonomic evaluations and how to request one.
- **Safety rules and task specific procedures:** that apply to this employee

Employee's name \_\_\_\_\_

Trainer (Supervisor) \_\_\_\_\_

Date \_\_\_\_\_

**Attachment 2**

**NEW EMPLOYEE SAFETY ORIENTATION**

Employee Name: \_\_\_\_\_

Hire Date: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Job Title: \_\_\_\_\_

Division/Section: \_\_\_\_\_

Work Location: \_\_\_\_\_

Orientation Performed By: \_\_\_\_\_

Job Title/Relationship To Employee: \_\_\_\_\_

**Topics Covered**

- How to report a work-related injury.**

A work related injury or illness should be reported immediately to your supervisor or to \_\_\_\_\_.

- Where/how to get first-aid.**

\_\_\_\_\_  
\_\_\_\_\_

- Discuss the department's safety program, health and safety committee, and accident review process.**
  - **Identify at least one Safety Committee representative and the department's Safety and Health Professional by name.**

\_\_\_\_\_  
\_\_\_\_\_

- How to report unsafe working conditions and/or work practices.**

The preferred method to report unsafe working conditions and/or work practices is through your Department's chain of command starting with your immediate supervisor. If the issue is not addressed in a timely manner it should be reported to your Safety Committee representative and brought before your Safety Committee. If the issue poses an immediate threat and it is not addressed promptly after being reported to your supervisor, it should be reported to the Department Safety and Health Professional identified above.



## Attachment 3

# Safety Orientation

### Emergency Procedures

- Types
  - **Fire**
  - **Earthquake**
  - **Criminal - violence, terrorist**
  - **Contaminants outside building**
    - Chemical release
    - Nearby fire
- Call 911, and if in CH complex 296-5000

### Evacuation

- For Fires
- Multistory County buildings downtown
  - **Security will direct to evacuate**
    - Only certain floors will be evacuated
    - Evacuate if in immediate danger
  - **Outlying buildings**
  - **Detention Centers have own procedures**

### Do Not Evacuate

- Shelter in place
  - **Earthquake**
    - Drop cover and hold
    - Falling building materials inside and out
  - **Outside smoke or chemical releases**

### First Aid

- First aid training
  - **Goal is to train all in trades**
  - **Every other year**
- Kits in shops and vehicles
  - **Make sure they are stocked**

### Automated External Defibrillator (AED)

- Use is voluntary
- Location of nearest AED

- Site coordinator is \_\_\_\_\_
- Training on use is available

### Fire Extinguishers

- Use is voluntary
- Only for small fires, call 911 first
  - **If little or no smoke**
  - **Do not risk yourself**
- ABC type - powder
- Back 8', pull pin, point at base of fire, sweep back and forth to smother fire

### Work Related Injuries/Illnesses

- Self-insured for workers' compensation
- All claims must be handled by workers' comp
- Report all, even if minor to supervisor as soon as possible
- If medical attention is needed
  - **Fill out accident report**
  - **If possible, take initial physician's report**

### Unsafe working conditions

- Report to supervisor as soon as possible
- Safety and Claims Management at 477-3350

### Safety Committees

- Employee and management representatives
- Purpose is to discuss and eliminate unsafe conditions and practices
- You may contact employee representative with your concerns

### Hazard Communication/Globally Harmonized System (GHS)

- Safety Data Sheets (SDS)
- Chemical characteristics and health effects
- Supervisors train workers - hazards & PPE

### Health and Safety Program

- Core County Accident Prevention Program
- FMD specific policies

## Personal Protective Equipment

- Footwear
  - **Full leather uppers, possibly steel toes**
- Safety glasses
- Hearing protection
- Gloves
- Hardhat
- Clothing
- Respirator

## Asbestos

- Found in common building materials
  - **Floor tiles, linoleum, mastic**
  - **Roofing materials**
  - **Pipe insulation**
  - **CAB**
  - **Structural insulation**
  - **Ceiling tiles, popcorn ceilings**
  - **Drywall mud**
  - **Wire/electrical insulation**
  - **Ventilation duct sealers/connectors**
- In house HAZMAT team

## Lead

- Most common in old paints
  - **Especially on metals, steel and aluminum**
- Pipes, solder
- Flashing
- Zinc chromate primers – metals

## Fall Protection

- Construction/maintenance
  - **Fall hazards > 10 feet**
  - **Articulated boom lifts**
  - **Cable supported staging**
- In fixed establishments
  - **Floor holes, openings**
  - **Wall openings, w/drop of > 4'**
  - **Windows, < 3' from floor**
- Requires further, comprehensive training

## Ladders

- Safe ladder procedures handout

## Electrical Safety

- Use GFCIs outdoors, wet/damp locations
- Damaged wire insulation, plugs

## Tools

- Use only with all required guarding
- Intended purpose/limitations
- Good repair/cutting parts sharp
- Electric tools grounded or double insulated
- Gasoline powered not used indoors
- Powder actuated – current card required

## Larger Equipment

- Use only if trained by qualified trainer
  - **Forklifts, cranes, boom lifts, stage scaffolding, earth moving equipment, dump trucks**

## Lock Out Program

- Lock out required unless impossible
- Repair, maintenance or adjustment
  - **Unexpected energizing, start up or release of stored energy**
- Energy source isolated/rendered inoperative and locked out
- Tag to list holder of key

## Permit-Required Confined Spaces

- Not intended for occupancy
- Large enough to enter
- Restricted egress
- Includes
  - **Manholes, vaults, pits, sumps, tunnels, tanks, boilers**
- Possibility of serious injury hazard
  - **Both atmospheric and physical hazards**
- Requires further, comprehensive training

## Excavations

- Wall collapse
  - **Burial results in 99% chance of fatality**
  - **Unstable soils, wet conditions, vibration, heavy equipment on top**
- Shoring or sloped sides, 4' deep or more
  - **Soil classification and protection determined by trained, competent person**
  - **Need 100% protection**
  - **All workers require additional training**

## Ergonomics

- Lift properly, back straight – butt out
- Load close to body
- Do not twist back
- Do not lift too much, get help
- Use lifting devices, power tools
- Avoid work overhead when possible
- Extremities in awkward positions
- Buy ergonomically designed tools

## Traffic Control

- Street, drive, parking lot/garage
  - Wear bright, reflective vest
  - Block off work area with cones/signs
  - Must have valid flagger card to actively direct traffic on roads

**Attachment 4**

**NEW EMPLOYEE SAFETY ORIENTATION**

Department/Division/Location: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

- Injuries must be reported immediately and near misses or close calls as soon as possible to your immediate supervisor.
- Supervisors must complete the Work Related Illness/Injury Supervisors Report and submit it to the Safety and Claims Management office within 3 working days. Injuries involving time off work should be reported on the first day of time loss.
- Directions for contacting medical assistance and the locations of first aid kits.
- Procedures for reporting unsafe conditions and practices to the supervisor. If concerns are not fully addressed by the supervisor, they should be discussed with a Safety Committee representative or contact the Safety and Claims Management office at 206-477-3350. Identify appropriate Safety Committee representative(s) and the Safety and Health Professional.
- Check the personal protective equipment needed for this job.
  - gloves
  - safety glasses
  - personal protective clothing
  - safety vest
  - respirator
  - hard hat
  - hearing protection
  - fall protection
  - safety shoes
- Describe precisely when and how each of the personal protective items marked above are to be used. Review for each of the checked items care, cleaning, storage, and equipment replacement procedures.
- Include or describe the work site emergency evacuation procedures, emergency assembly site or check in procedures, and other applicable emergency actions
- Identify the hazardous gases, chemicals or materials that the employee may use or be exposed to. Explain the safe use of each and the emergency procedure to follow after an accidental exposure. Show the employee the location of the SDSs, which must be easily available to the employee.
- Describe the overall safety program and supervisor's expectations.
- On-the-job review of the practices/procedures necessary to perform the job assignment in a safe manner.

Date Completed: \_\_\_\_\_ Conducted by: \_\_\_\_\_

Employee Signature: \_\_\_\_\_