

NEW HIRE SAFETY ORIENTATION HANDOUT

Company Name:

Your Name:

HEALTH & SAFETY POLICY

It is the policy of the company to provide a safe and healthy worksite environment for our employees and to establish a cooperative attitude with management, trades, employees, and customer. Our pledge to each employee is to structure the worksite to be as safe as possible and to communicate potential health and safety hazards, as well as provide protective equipment and training and other measures that minimize the possibility of accidents, injury, or illness on the job.

An effective health and safety program requires a commitment from both the company and our employees for a combined effort to continually assess and improve the health and safety welfare for everyone. Therefore, our employees must share the responsibility of providing a safe work environment by communicating known health and safety hazards or potential hazards to management and adhering to the rules as set forth by the company.

HEALTH & SAFETY RULES

1. Personal Protective Equipment will be provided by the company and must be used. Safety glasses and hard hats will be worn at all times.
2. Report unsafe situations immediately. Be aware of your surroundings and do what you can to make it safe. Watch out for yourself and others.
3. Report all accidents and injuries to your supervisor. Injuries must be reported even if very minor. First aid is available from management personnel.
4. No employee shall report to work under the influence of intoxicants. Immediate termination of employment will result.
5. Perform all duties in a safe manner.
6. Set an example of safe working habits and follow all safety regulations.
7. Participate in all safety training sessions and toolbox meetings.
8. No horseplay is allowed on the job.
9. Do not ride on or work under loads that are being lifted by cranes or forklifts.
10. Material Safety Data Sheets and the Health and Safety Program are available upon request.
11. Safety Devices are for your protection. Never operate your machine unless all guards provided are in place. Guards should never be removed except when necessary to make adjustments or repairs and should be replaced immediately upon completion of work requiring the removal. If a guard is not in proper condition, report this at once to your foreman. Power should be turned off at the supply switch and locked before attempting to clean, oil, adjust, repair or unjam a machine.
12. Jewelry, rings, bracelets, watch chains, key chains, ties, loose or ragged clothing should not be worn, as these items might catch causing serious accidents such as loss of fingers or hands.

13. Use compressed air only for the job for which it is intended. Do not clean your clothes with it, do not play with it, and never blow the air against anyone as it might enter his or her body and possibly cause serious injury.
14. Before using any ladder, see that it has good safety feet and is free from cracks, broken rungs, and other defects. When necessary, to prevent slipping, tie the bottom and the top of the ladder or have another worker hold the bottom of the ladder.
15. Do not attempt to lift or push objects that may be too heavy for you - ask for help - when you need it. Learn to lift the right way: bend your knees, keep your back straight, and then push upwards with your legs. It is much easier and safer.
16. Never use defective hand tools. Exchange the tools or see that defective tools are repaired.
17. Scrap and refuse material should be placed in proper containers. Keep general working area free from clutter and obstacles. Pile material, place trucks, skids, racks, crates, boxes, ladders or other equipment so as not to block aisles, exits, fire fighting equipment, alarm boxes, electric lighting or power panels, valves, etc.
18. Slippery floors cause falls. Keep the floor clean and dry of oil and water.
19. Employee fall protection shall be used at all times when exposed to a fall of 6 ft. or more.
20. Never take short cuts.

PERSONAL SAFETY REMINDERS

- YOU CONTROL PERSONAL SAFETY
- REMEMBER THAT THE ENVIRONMENT AND OTHERS CAN AFFECT YOUR SAFETY.
- STAY AWARE AND THINK BEFORE YOU ACT!

An overview of the entire Safety Employment Policy was presented. I understand that failure to abide by these rules may result in dismissal. A copy of the Safety Policy was received, and it is understood that I may receive a copy of the entire Field Safety Program upon request. The above list has been discussed with me. I understand and agree to its provisions and know whom to contact if I have questions.

Employee Signature

Date

Company Representative

Date