



## **New Employee Safety Orientation and Training Program**

### **OBJECTIVE**

To provide new personnel with adequate basic safety training to effectively perform assigned duties and task in a safe manner and to according to provisions set forth by Skidmore College. New employees include, but are not limited to:

- Permanent Employees
- Part-Time Employees
- Temporary Employees
- Volunteers (Paid and Unpaid)
- Student Employees

### **PURPOSE**

To provide a record of training each employee has received prior to being assigned any job task.

### **RESPONSIBILITY**

The employee's supervisor will ensure all required training is scheduled, completed, and documented.

### **PROCEDURES**

- When a new employee starts, you will engage in a "New Employee Safety Orientation and Program" with your supervisor. The supervisor will be responsible for completing and returning the safety checklist to the Safety Officer.
- Before any employee is assigned a new task, the Safety, Health Environmental & Security Programs checklist must be signed off by both the employee and supervisor and/or Safety Officer as having been discussed and understood.
- Before any employee is assigned to work with any other employee on a new task, the supervisor will orient the employee on the procedure/task, any safety concerns, and any required personal protective equipment (PPE).
- The supervisor will complete the "Workplace Hazard Assessment/Employee Review" with the employee. This will aid in identifying hazards currently present in the employees workplace.

Documentation of completion will be recorded in a centralized database, maintained by the Location Safety Office. The completed packet will be retained, by the supervisor, in work area files for length of employment plus two (2) years.

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## WORKPLACE SAFETY RULES

Your safety is of the utmost concern of Skidmore College. Every precaution has been taken to provide a safe workplace. Your supervisor and/or the Safety Officer makes regular inspections and holds regular safety meetings. Management meets regularly to plan and implement further improvements in our safety program. Common sense and personal interest in safety are still the greatest guarantees of your safety at work, on the road, and at home. We take your safety seriously and any willful or habitual violation of safety rules will be considered cause for disciplinary action. Skidmore College is sincerely concerned for the health and wellbeing of each of its employees.

The cooperation of every employee is necessary to make Skidmore a safe place to work. Help yourself and others by reporting unsafe conditions or hazards immediately to your supervisor. Give earnest consideration to the rules of safety presented to you by poster signs, discussions with your supervisor, posted department rules, and regulations. Always think of safety as you perform your job, or as you learn a new one.

## ACCIDENT REPORTING

- Any injury at work—no matter how small—must be reported immediately to your supervisor and receive first aid attention. Serious conditions often arise from small injuries if they are not cared for at once.

## SPECIFIC SAFETY RULES AND GUIDELINES.

To ensure your safety, and that of your coworkers, please observe and obey the following rules and guidelines:

- Observe and practice the safety procedures established for the job.
- In case of sickness or injury, no matter how slight, report at once to your supervisor. In no case should an employee treat his own or someone else's injuries or attempt to remove foreign particles from the eye.
- In case of injury resulting in possible fracture to legs, back, or neck, or any accident resulting in an unconscious condition, or a severe head injury, the employee is not to be moved until medical attention has been given by authorized personnel.
- Where required, you must wear protective equipment, such as goggles, safety glasses, gloves, etc.
- Place skids, bins, boxes, or other equipment so as not to block aisles, exits, fire extinguishers, power panel, valves, etc. **FIRE DOORS, ELECTRICAL BOXES, AND AISLES MUST BE KEPT CLEAR.**
- Conduct good housekeeping practices while working. Keep your work area clean.
- Observe smoking regulations.
- Shut down your machine before cleaning, repairing, or leaving.
- Skidmore vehicles, golf carts, fork-trucks and other equipment will be operated only by authorized personnel.
- Do not tamper with electric controls or switches.
- Do not operate machines or equipment unless you have been authorized to do so by your supervisor.
- Do not engage in such other practices as may be inconsistent with ordinary and reasonable common sense safety rules.
- **REPORT ANY UNSAFE CONDITION OR ACTS TO YOUR SUPERVISOR.**

## HELP TO PREVENT ACCIDENTS

- Use designated passages when moving from one place to another; never take hazardous shortcuts.
- Lift properly—use your legs, not your back. For heavier loads, ask for assistance.
- Keep machine guards in their intended place.
- Wear safety shoes and appropriate clothing.
- In order to keep Skidmore students and employees safe, it is every employee's responsibility to be on the lookout for possible hazards. If you spot one of the conditions on the following list—or any other possible hazardous situation—report it to your supervisor immediately.
  - Slippery floors and walkways

- Tripping hazards, such as hose links, piping, etc.
- Poorly lighted stairs
- Loose handrails or guard rails
- Loose or broken windows
- Dangerously piled supplies or equipment
- Electrical equipment left operating
- Open doors on electrical panels
- Leaks of steam, water, oil, etc.
- Blocked fire extinguishers and aisles
- Blocked fire doors
- Evidence of any equipment running hot or overheating
- Evidence of smoking in non-smoking areas
- Roof leaks
- Directional or warning signs not in place
- Safety devices not operating properly

### **SAFETY EQUIPMENT**

Your supervisor will see that you receive the protective clothing and equipment required for your job. Use them as instructed and take care of them.

### **SAFETY SHOES**

The company will designate which jobs and work areas require certain types of safety shoes. Under no circumstances will an employee be permitted to work in sandals or open-toe shoes.

### **SAFETY GLASSES**

The wearing of safety glasses by all required employees is mandatory. Strict adherence to this policy can significantly reduce the risk of eye injuries.

### **SEAT BELTS**

All employees must use seat belts and shoulder restraints (if available) whenever they operate a vehicle on location.

### **GOOD HOUSEKEEPING**

Your work location should be kept clean and orderly. Keep machines and other objects (merchandise, boxes, etc.) out of the center of aisles. Clean up spills, drips, and leaks immediately to avoid slips and falls.



## New Employee Safety Orientation and Training Checklist

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EMPLOYEE NAME (print)

START DATE

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DEPARTMENT

SUPERVISOR NAME (print)

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JOB TITLE

EMPLOYEE NUMBER

### EMPLOYEE STATUS:

Regular Full Time \_\_\_\_\_

Part-Time/Temporary \_\_\_\_\_

Student Employee \_\_\_\_\_

Volunteer \_\_\_\_\_

### SUPERVISOR:

Completed required sections with employee: Retain completed form in your files for term of employment plus 2 years.

Termination Date: \_\_\_\_\_

Retain Until Date (end of employment plus 2 years): \_\_\_\_\_



## New Employee Safety Orientation and Program

### SAFETY TRAINING CHECKLIST

	<u>Initial (Trainee)</u>	<u>Date</u>	<u>Estimated Time</u>
BLOOD BORNE PATHOGEN (Video)	_____	_____	:20
HAZARDOUS COMMUNICATION / GHS (PP)	_____	_____	:20
HAZARDOUS WASTE MANAGEMENT (PP)	_____	_____	:20
ELECTRICAL SAFETY (Video)	_____	_____	:15
LOCKOUT / TAGOUT (Video)	_____	_____	:15
GENERAL FIRE SAFETY (PP)	_____	_____	:15
CONFINED SPACE (Video)	_____	_____	:15
ASBESTOS AWARENESS (Video)	_____	_____	:15
LIFTING SAFETY/BACK SAFETY (Video)	_____	_____	:15
LADDER SAFETY (Video)	_____	_____	:15
SLIPS, TRIPS AND FALLS (Video)	_____	_____	:20
MINIMUM PERSONAL PROTECTIVE EQUIPMENT	_____	_____	:20

This Safety, Health, Environmental Program offered by Skidmore College has been discussed and explained to me by the Environmental Health and Safety Officer. I understand the contents and actions that I am to follow described in this Safety Plan. My initials above acknowledge completion of each safety training course.

I have been informed that additional information on Safety, Health and Environmental rules, regulations, and practices, including the location of Safety Data Sheets which are available at: **NORTH HALL BY THE TIME CLOCK. Phone Number (518) 580-5860**

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Signature (Employee/Trainee) \_\_\_\_\_ Date \_\_\_\_\_

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Signature (Supervisor/Trainer) \_\_\_\_\_ Date \_\_\_\_\_

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Signature (Skidmore Safety Officer) \_\_\_\_\_ Date \_\_\_\_\_