

# TOOL BOX TALKS

## New Employee Safety

### General Safety

*The Occupational Safety and Health Administration reports that 40 percent of injured employees have been on the job less than one year. A fantastic way to reduce new hire injuries is through an orientation program.*

#### Tool Box Tips

##### Orientation Training

Types of employees should include:

- Transferred employees
- Volunteers
- Temporary workers
- Seasonal employees
- All new employees

##### Transferred Employees

- Even though transferred employees already work for the company, they need to:
  - Be trained on safety topics and machines specific to their new work area.
  - Know how to contact and communicate with their new management.
  - Be familiar with the emergency evacuation and severe weather procedures specific to their new work area.

##### Volunteers

Although volunteers may not receive a pay check from your organization, they should still be provided with same safety training and education as paid employees.

##### Follow-Up

- Hold a follow up session with new or transferred employees several days after the initial training event.
- Make the follow-up session informal, and stress-free.
- Consider hosting the follow-up session off-site or buying lunch for the new employee during the day of orientation follow-up.
- Reward employees for great performance by handing out gift certificates, logo t-shirts or other valued items.
- Review the topics that were covered during the initial orientation meeting.
- Review personnel policies.
- Stay organized and document your training. Develop checklists for each department that itemizes orientation topics.
- Take the extra time to answer questions.
- Be sincere and remember you're trying to make new employees feel welcome and valued.
- Think about new ways you can improve employee retention rates.

*These advisory materials have been developed from national standards and sources believed to be reliable, however, no guarantee is made as to the sufficiency of the information contained in the material and Missouri Employers Mutual Insurance Company assumes no liability for its use. Advice about specific situations should be obtained from a safety professional.*

#### For more information:



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