

New Employee Orientation

New employee orientation provides a foundation for workers when they start at your organization. It gives an initial impression of the organization and establishes the basis for workplace safety and health (S&H). This orientation helps new employees learn about policies and procedures, acceptable norms and behaviors, and expectations for a safe workplace. It should include written and hands-on components (applies to the worksite), so new employees better understand S&H concepts and their roles and responsibilities at your organization. This one pager provides information on training topics and actions you might include in your new employee orientation program.



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TRAINING TOPICS

The length of your new employee orientation and the topics you cover depend on your workplace. Review your Service and/or Agency requirements and verify the topics you must include. Many worksites also use the orientation process to introduce new employees to the organization's safety and occupational health management system (SOHMS). Examples of training topics include:

New Employee Orientation Basics			
OSH ¹ Act Rights	How to Report Hazards	Protective Measures	Emergency Preparedness Roles & Responsibilities
Safe Work Procedures	Workplace Hazards	PPE ²	Signs & Symptoms of Workplace-related Illnesses

1-OSH = Occupational Safety and Health 2-PPE = personal protective equipment

Think about how you can make the orientation process as informative as possible. Introduce key personnel and subject matter experts (e.g., occupational health, industrial hygienist) and discuss opportunities for workers to get involved in the SOHMS (e.g. S&H committees, monthly inspection process) during the orientation.

ESTABLISH TRAINING

Consider the following actions to organize your training and plan the delivery:

- Make a new employee orientation training checklist
- Choose a variety of training methods, unless directed otherwise by Service/Agency requirements or an OSHA standard (refer to [29 CFR 1910.9\(b\)](#))
- Create a process/form to document the completion of each new employee orientation session and the content covered
- Decide how to evaluate the effectiveness of the orientation (e.g., trainer evaluations, course evaluations)

SCHEDULING

Schedule all new employees for new employee orientation; there should be no exceptions. Set a timeframe (e.g., within 7 days of employment) for employees to complete this training. Your Service or Agency guidance may identify a timeframe for you to follow. Establish a process to monitor the completion of this training for all new employees.

SITE-SPECIFIC TRAINING

Always accompany your new employee orientation with a site-specific orientation where the employee is expected to work.

Site-specific training typically includes a tour of the entire work area and covers information, such as the location of emergency equipment, emergency procedures, safety bulletin boards, specific PPE, safe work procedures, and hazard analysis documents.

Supervisors usually conduct site-specific training. It's important they lead by example and empower employees to apply the information learned during orientation.



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OBSERVATIONS

Ask supervisors to observe new employees and see if they are following safety policies and procedures. If a new employee is creating an unsafe or unhealthful working condition, immediately correct the employee and determine if you need to conduct refresher training. Always document any additional trainings you provide.

Remember, new employee orientation can be overwhelming. Always encourage workers to ask questions about workplace S&H!

REVIEW AND UPDATES

Review and update new employee orientation content annually, as a best practice, and whenever as workplace changes occur.

Consider any feedback from course evaluations, trainer evaluations, supervisor observations and input, and regulatory changes when updating your orientation. Be sure to communicate changes to personnel involved in the orientation process.

For additional information on the SMCX's services, please visit the SMCX-hosted website at: <https://www.smcx.org/>.