

# New Employee Orientation Development

New employee orientation provides your employees with a foundation as they start work at your organization. This orientation gives new employees an initial impression of your organization. It also establishes the basis for everything that follows, including workplace safety. At this time, new employees learn about your policies and procedures, acceptable norms and behaviors, and expectations for a safe workplace. It is a good idea to incorporate Occupational Safety and Health Administration (OSHA) training requirements into your new employee orientation process. This educates new employees on the hazards and processes before they begin work.

## New Employee Orientation Basics

OSH Act Rights	How to Report Hazards	Protective Measures	Emergency Preparedness Roles & Responsibilities
Safe Work Procedures	Workplace Hazards	Personal Protective Equipment	Signs & Symptoms of Workplace-related Illnesses

Oftentimes, new employees adopt the attitudes and behaviors of their coworkers. It is paramount for your managers and leaders to emphasize safety and health during new employee orientation. This helps combat negative cultural influences and encourages new employees to apply the information they learned during new employee orientation.

Schedule all new employees for new employee orientation. Set a timeframe (e.g., within 7 days of employment) for employees to complete this training. Your Service or Agency guidance may identify timeframes for you to follow. Establish a process to monitor the completion of this training for all new employees.

Information provided during orientation often overwhelms new employees. Supervisors must take action to help employees retain the information. Once new employees start work in their assigned areas, supervisors should give them site-specific information, such as the location of emergency equipment, specific personal protective equipment, safe work procedures, and hazard analysis documents.



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Consider taking the following steps to enhance your new employee orientation training process:

- Create a new employee orientation training checklist
- Choose a variety of training methods, unless specified by an OSHA standard (refer to 29 CFR 1910.9(b))
- Introduce key personnel/subject matter experts
- Review organizational safety and health committees
- Show your safety and health bulletin boards
- Conduct a tour of their entire work area
- Consider distributing trainer evaluation forms
- Evaluate the effectiveness of new employee orientation
- Review and update new employee orientation content annually (suggested) and as workplace changes occur
- Document the completion of new employee orientation and the content covered.



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Once new employees begin work, supervisors can also observe employees to see if they are following safety policies and procedures. Supervisors should encourage employees to ask questions about workplace safety and health. If a new employee is creating an unsafe or unhealthful working condition, immediately correct the employee and determine if a need for refresher training exists.

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