

# New Employee Orientation Supervisor's Guide: 4 pages



This guide is provided to help ensure the employee receives the required information need to protect himself/herself from hazards in the workplace. The supervisor should discuss with the employee the items listed and ensuring that any questions the employee may have are answered. The employee shall initial beside each topic indicating an understanding of the information presented and shall sign the completed form where indicated.

Employee Name:

Date:

Supervisor Name:

Department:

<b>Hazard Communication</b>	
Location of Hazard Communication Program and SDS Sheets	
Review of the Specific MSDS for the hazardous substances that employee will be working with.	
Details of what do to in case of exposure, i.e., location and use of emergency showers, eyewash stations, emergency communications, etc.	
<b>Personal Protective Equipment</b>	
Issue the appropriate PPE to the employee ensuring that the employee knows:	
What PPE is required for what exposure	
When the PPE is necessary	
How to inspect the PPE	
How to use the PPE in the correct way including following manufacturer's instructions	
How to put on and take off the PPE properly	
How to maintain PPE in good condition	
How to Store PPE properly to protect from damage	
How to replace damaged PPE	
<b>Lockout/Tagout</b>	
The types of energy sources in the work area	
The means by which to isolate the energy sources from the equipment	
The location of community lockout devices	



<b>Lockout/Tagout cont'd</b>	
How to initiate the use of a community lockout device	
How to properly apply the lockout device to the energy isolation device	
How to test the equipment using normal start up controls to ensure that the equipment is in fact isolated from the energy source	
How to identify his/her lockout device.	
What to do if they cannot positively identify their person lockout device	
<b>Confined Space Entry</b>	
How to identify Confined Spaces	
The permit system for entering a confined space	
Not to enter confined spaces until trained by the Safety Department	
<b>Emergency Action Plan</b>	
How to recognize alarms and make emergency notifications	
Locations of Mustering Points	
<b>Fall Prevention</b>	
Tie-Off locations for personal fall arresting equipment	
Area where 100% tie-off is required	
<b>Machine Guarding</b>	
Recognize the guarding practice used for various equipment	
Instruct never to use equipment with the guard removed	
<b>Material Handling</b>	
Introduction to the various material handling equipment around the facility	
Instruct not to use equipment unless properly training and authorized	
Identify some of the hazards of working area material handling equipment	
Instruct in proper lifting techniques for manual material handling	

<b>General Safety Rules</b>	
All employees must wear hard hats and construction type work boots or Safety boots	
Use eye and face protection at all times especially, where there is danger of any pointed objects, flying objects, or particles when grinding, chipping, burning, and welding	
Keep your work area clean; practice good housekeeping at all times	
Store materials in an orderly manner	
All power tools must be properly grounded or double insulated. Damaged cords must be replaced not repaired	
All power and hand tools must be used in a safe manner. Know the correct use of tools before using	
Keep all tools in safe working condition. Never use defective tools or equipment	
Only authorized personnel will operate equipment and motorized vehicles	
Ladders must be constructed of fiberglass and used safely which includes tying off. Do not use defective ladders.	
Scaffolds must be erected on solid footing with guardrails installed and inspected by a competent person	
Keep a safe distance from live electrical wires. Virginia High Voltage Act required that no equipment can come within 10 feet of a power line unless authorized by the local power company.	
Do not work or walk under suspended or overhead loads	
Bend your knees and keep your back straight when lifting. Do not twist your body. Instead, shift your feet. Get help or use material handling equipment for heavy or bulky loads	
Construction is a hazardous occupation and "horseplay" will not be tolerated	
All employees will be required to attend all job-site safety meetings	
Report all accidents, hazards, and unsafe acts to your supervisor immediately	
All employees will abide by the Branscome Drug and Alcohol Free Workplace Policy. Being under the influence of intoxicating beverages while on the job or the use of drugs is prohibited	
<b>Explain the Barricade Program</b>	
CAUTION: employee may enter if aware of the reason for the barricade and takes necessary precautions to prevent exposure to hazards within the barricade.	
DANGER: Only those involved with the correction of the hazard may enter this barricade	

<b>Explain Respiratory Protection Program</b>	
What respirators are required	
What respirator may be worn voluntarily	
Pre-Qualification for voluntary/required use	
<b>Electrical Safety</b>	
Areas where arc flash may be an issue	
Discuss posted electrical safety warnings.	
Discuss who is not allowed to work on or near live electrical parts	
Discuss required overhead line clearance	
Requirements for use of extension cords:	
cords must be grounding type, made with UL- or FM-listed parts	
may not be lengthened, or “repaired” with tape	
shall not be run through holes in walls, ceilings or floors	
may not be plugged into power strips.	
Power strips may not be connected to each other (i.e., “piggy-backed”).	
should not be run across high traffic areas or used in	
use of an extension cord must not create a trip hazard	
shall not be attached to building surfaces or used in lieu of fixed wiring of a structure	
shall not be run through doorways or windows, or concealed behind walls, ceilings or floors	

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Upon completion, please forward to the Safety Department**

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