Sample Document

New Employee Safety Orientation Guide

Welcome to Sample Document! Our goal is to help you be as safe as possible while you are here. This guide is designed to help you understand our company safety programs and safety expectations. During this orientation session and beyond, please feel free to ask for help when you are not sure what to do.

This guide will give you information about the following topics:

- Think Safe, Work Safe principle
- Fire emergencies
- Medical emergencies
- Evacuations
- Means of egress (exits)
- Personal protective equipment (PPE) requirements
- Hazard communication and working safely with chemicals
- Machine safeguarding
- Control of hazardous energy: Lockout/Tagout
- Maintaining safe walking and working surfaces
- Material handling equipment
- Powered industrial truck operations (forklifts)

Please carefully read the information so you are familiar with our safety processes. Our goal is to have a workplace that is free from recognized hazards and we need your help in maintaining a safe workplace.

Safety Contacts

[Insert Contact Name and Phone Number]
[Insert Contact Name and Phone Number]

First: Spin Up Your Safety Awareness

Quick Guide

- Getting to work: Mentally prepare yourself for work.
- Getting to work: Stretch your muscles prior to engaging in physical work
- Machine operations: Is everything working correctly?
- Personal protective equipment (PPE): Do you have what you need?
- Surroundings: Is my area free from recognized hazards?

Getting to Your Work Area: As you arrive at your work area, take a moment to prepare yourself to work safely. Our motto here is “think safe, work safe.”

Machine Operations: Look at the machine(s) you will be operating and look for some specific safety features. Are all machine safeguards on the machine and are they working properly? Physical safeguards should be attached to the machine. Electric eyes should be tested to make sure they stop machine functions. Two-hand trip devices at the point of operation should be tested to make sure they work properly. Supplies should be in close proximity to the point of operation so you don’t have to do a lot of twisting or bending.

Personal Protective Equipment (PPE): Does your job require some type of PPE? If you are on the shop floor, standard PPE is safety glasses with side shields and safety shoes with steel toes. What about other types of PPE you need? Do you need to wear gloves? Face shields? If any of these types of PPE are necessary, inspect each type before you put it on to make sure it will provide the right protection throughout the job.

Surrounding Work Area: Ask yourself what you have to do to be safe on the job right now and throughout the day. Think about the jobs you will do and what you have to do to do those jobs safely.

Emergency Actions & Procedures

Quick Guide

- Emergency contact: [insert emergency contact information here]
- Medical help is available through [insert information here]

Fire Emergency: Any employee who discovers a fire is to immediately leave the fire area and sound the alarm. This can be done by pulling a wall-mounted fire alarm. After the alarm has been sounded, notify your supervisor immediately so proper action can be taken. **DO NOT ATTEMPT TO EXTINGUISH THE FIRE**. Employees who are trained in fire response and authorized by the facility will respond. Your job is to get out of the immediate fire area.

Minor Medical Emergency: All injuries and illnesses must be reported to your supervisor immediately. Small, insignificant injuries, left untreated, can result in more serious or debilitating conditions. When first aid is needed, employees should report the injury to their supervisor and seek medical attention, as needed.

Serious Medical Emergency: Potentially life-threatening injuries or illnesses will be handled by

calling for emergency medical services. Chest pains, difficulty breathing, unconsciousness, allergic reactions or severe bleeding are some examples of potentially life-threatening injuries or illnesses. Any employee who becomes aware of someone experiencing a potentially life-threatening injury or illness must immediately call 911 for help.

Blood or Body Fluid Spills: If there is any type of blood or body fluid spill, do not come in contact with the fluid or make any attempts to clean up those spills. Blood or body fluids may contain pathogenic microorganisms that can cause serious disease. Sample Document has people who are specifically trained and have the knowledge and skill in using spill control kits to take care of a situation.

Weather Emergency: The biggest threat is the potential for a severe thunderstorm or tornado. When a tornado warning is issued, employees will go the designated tornado shelter areas in the basement areas. Each work area has a designed tornado shelter area and your supervisor or safety coordinator will tell you where it is.

Emergency Eye Wash Stations: If you work in an area where exposure to corrosive materials is possible, you should be aware of where the eyewash station is located and how to use it. Prevention is the best guard against exposure to corrosive materials and it is important to wear the proper personal protective equipment and to follow safe work procedures anytime you are working with a corrosive material.

Evacuation Guides

Quick Guide

- Evacuation: Go out through closest exit and go to your designated meeting point.

When an emergency requires us to evacuate the facility, the alarm system will sound. Employees will take immediate action to leave the building and will quickly move to the designated meeting location outside the building. Again, each work area has their own meeting location and your supervisor will tell you where it is. Once outside, it is very important to check in with your supervisor so she or he knows that everyone is out of the building and safe.

Personal Protective Equipment

Quick Guide:

- Safety shoes with steel toes are required on the manufacturing floor.
- Safety glasses with side shields are required on the manufacturing floor.

Chemical Protection Gloves: Gloves used for chemical protection are not good for general tasks. Gloves must be selected based on the chemical hazard because not all chemical gloves guard against all types of chemicals.

General work gloves, such as leather gloves, are good for protection against cuts, slivers and blisters, but do not protect against chemicals or electrical shock. Leather gloves are good when handling pallets but not effective with oily parts.

Cut-resistant gloves used by machine operators are designed to improve the operator's grip when holding oily metal parts and to protect hands against metal burrs or other cut hazards. They won't provide protection against corrosive chemicals.

Safety glasses must have side shields that are mounted to the frame. The glasses themselves should be adjusted so they fit properly around your ears and on your nose. If they continue to slide down your face, they need adjustment.

Foot Protection: We require steel-toed safety shoes in all production areas. There can be no open-toed or open-heel shoes worn inside the facility. Other types of street shoes can be worn while in main walking aisles to your safety shoe storage location.

Hazard Communication/Chemical Safety

Quick Guide

- Know the chemicals you are working with before you work with them.
- Know where to access SDS (Safety Data Sheets) information.

Chemical Inventory: We maintain an inventory of all the materials that have physical or health hazards. This helps to ensure we have all the necessary SDS. We need your help in keeping the inventory current. Anytime a new material is brought into the facility, we need to make sure it is included in the chemical inventory if it has a physical or health hazard.

Safety Data Sheets (SDS): SDSs are the most important pieces of information we have concerning the chemicals in use in our company. These are the documents the chemical manufacturer prepares to inform the end-users (you and me) about any hazards associated with a product. There are eight sections on a SDS that provide information such as product identification, scientific information about ingredients, any hazards associated with the product, incompatibilities, potential reactions, handling and storage and what to do if the product spills.

Labeling Requirements: It is critically important that every container be labeled so it properly identifies the material inside. Labels must identify the product and any related hazards, such as it being corrosive, flammable or an irritant. Other information identifying PPE is useful to the end-user. Anyone who takes material from the supply container and puts it into a secondary container must make sure the container is labeled.

Machine Safeguarding Basics

Quick Guide

- No machine can be operated without proper machine safeguards.
- Safeguards can be barrier guards, two-hand trip devices, light curtains, etc.

What should be guarded: Any machine part, function or process that may cause injury must be guarded. A good rule of thumb to follow when determining if something should be guarded is: "If it moves and you can touch it – then guard it."

Machine Operations: All machine operators should be familiar with the machine they are using, the machine safeguarding methods, emergency stop buttons and switches, and how to safely

perform routine maintenance functions, such as clearing jams or making other incidental adjustments.

Prior to starting work, machine operators should inspect the machine to make sure all machine safeguards are attached and functioning properly. Machines should not be used if the machine safeguards are not in place or not functioning.

Machine operators must also consider their own personal effects when operating machinery. Long flowing hair can get caught in machine operations. Loose-fitting shirts might possibly become entangled in machine functions, and jewelry - such as bracelets and rings - can catch on machine parts or stock and lead to serious injuries.

Lockout/Tagout Overview

Quick Guide

- Only authorized employees can lock out equipment for service or maintenance.
- If you have not been authorized by Sample Document, you are not authorized to lock equipment out for service or maintenance work.

Purpose of Lockout/Tagout: To prevent the unexpected start-up or activation of a machine or equipment during service and/or maintenance operations that might cause injury. In short – lockout/tagout "kills" all the energy going into a machine before we do any work on that machine. The purpose is to make sure no one is hurt during service or maintenance work.

When Lockout Is Used: During all service or maintenance where the employee must remove or bypass machine safeguards and have body parts exposed to the point of operation or another danger zone. Lockout/tagout guards against the **unexpected** energization or start-up of the equipment during all service activities. Service and maintenance activities include installing, adjusting, setting up, inspecting, modifying or servicing machines or equipment in addition to lubricating, cleaning or unjamming, and making adjustments or tool changes.

Electrical Safe Work Zones: When service or maintenance work is being performed on live electrical systems, the electrician will establish a work zone around the work. This work zone will be identifiable with safety cones. People should not enter into the work zone nor should they distract the people working inside the work zone.

Steps to Initiate Lockout/Tagout: When authorized employees need to lockout equipment, they will follow the steps below, in the order they appear, to systematically de-energize a machine or piece of equipment before doing any service or maintenance work:

1. Notify employees in the immediate area that service/maintenance work will be performed on a particular machine or equipment.
2. Identify all energy control points and necessary equipment for lockout. Refer to the machine specific procedures.
3. Conduct an orderly shutdown of equipment.
4. Deactivate energy control device(s) from energy source(s).
5. Lockout all the energy control devices with a padlock.
6. Dissipate or restrain stored energy through blocking, bleeding and grounding.
7. Verify isolation from energy by attempting to start/operate machine. This is a very important step and should not be overlooked.
8. Return all energy controls and/or buttons to neutral/off position.

Once these steps are completed, the machine is de-energized and the authorized employee can perform the assigned service or maintenance work.

Safe Walking & Working Areas

Quick Guide

- Slips, trips and falls account for many workplace accidents.
- Keep cords and hoses organized in your area.
- Don't stack pallets or push carts on end; always keep them flat on the floor.
- There is oil on the floor in certain areas; always use caution.
- Aisles and passageways are shared by people and powered industrial trucks.

Overview of Walking-Working Hazards: Slips, trips and falls account for many workplace accidents. This is why it is important that we pay close attention to the areas where we walk and where we work to make sure we eliminate the potential for slips, trips or falls. Here is a brief list of some of the more common types of concerns seen more frequently in working areas:

- Cords lying in aisles or other walking areas
- Water or lubricants on the floor
- Material (pallets, boxes, etc.) stored in a walking area
- Material stored on stairs
- Poor lighting in walking or working areas

Material Storage in Working Areas: Pallets should not be stored on end because they are not stable in that position. They can easily tip over and create hazards. Four-wheeled carts should also be kept on all four wheels instead of tipped on end. Again, they can tip over and create hazards. Another consideration is boxes, and where and how they are stored. Obviously, boxes are combustible (meaning they can burn) and should not be stored near hot surfaces. It is also important not to store boxes in front of electrical panels.

Aisles and Passageways: Aisles and passageways at this facility are used by people and motorized vehicles. This can create some hazards if one isn't always looking out for the other all the time. When you are walking anywhere in the facility, always be mindful of where you are walking and what traffic is in the area. Get in the habit of looking into bubble mirrors when you approach an intersection so you can see when a powered industrial truck might be approaching. If you are operating a powered industrial truck, slow down at intersections and sound the horn if you approach blind areas. If powered industrial trucks are parked in your area, watch your step so you don't trip over forks that are on the ground.

Keeping Your Area Free from Hazards: Some of the biggest problems found in walking or working areas center on poor housekeeping issues. As you look at your work area, keep the following issues in mind:

- Sweep floors and work areas so dust and debris don't create hazards.
- Clean up spilled materials immediately.
- Don't let trash overflow in work areas.
- Don't store material in aisles or passageways.
- Pedestrians watch for truck traffic and operators watch for people.
- Stairs should never have material stored on them.

Material Handling & Storage

Quick Guide

- Cranes and hoists are used by authorized employees only.
- Manual lifts: Make sure your muscles are warmed up.
- Manual lifts: Don't lift and twist at the same time.

Proper Manual Lifting Techniques: Anytime you are manually lifting anything, there are a few simple rules to follow so you can make a safe lift.

- Make sure you can properly handle the load; if the load is too heavy, too big or too awkward—get help.
- Always lift with your legs and keep your back straight; never lift with your back.
- Avoid twisting and turning your waist while lifting an object. Instead, hold the material in front of you and move your feet instead of twisting your back.

Using Material Handling Equipment: Various types of material handling equipment have been installed to help reduce the possibility of injuries associated with manual lifting. Operators need to be proficient with the function of each type of device and understand the uses and limitations of the equipment. When a hoist or lift assist has been incorporated into a job, employees need to use that equipment because it is there to help the employee. If there are questions about the functionality of any material handling equipment, the employee should get help from their supervisor.

Stacking & Storing: Never overload a shelf or racking system beyond its rated capacity. Stack material so it is always on a firm base and not leaning in such a way that the stack becomes unstable. When storing material in areas protected by sprinklers, there must be at least 18" of clear space between the top of the stored material and the bottom of the sprinkler head. This is true in warehouse areas, manufacturing areas and office areas.

Storage Areas: Space is always at a premium in any manufacturing location. We take steps to make sure we use our space efficiently and safely. Many storage locations are striped off to show where material should be placed. Don't stack materials in aisles or passageways because they will become a trip hazard. Store pallets and carts flat and not on end. **Important**: Nothing can ever be stored in front of exit doors.

Cranes & Hoists: Only trained and competent persons can operate overhead cranes or hoists. Operators must be thoroughly familiar with all aspects of the crane or hoist, the rigging equipment, lifting methods and the load(s) being moved.

Hoisting Chains & Ropes: Hoisting chains and ropes must always be free of kinks or twists and must never be wrapped around a load. Loads should be attached to the load hook by slings, fixtures and other devices that have the capacity to support the load on the hook.

Inspections & Maintenance: All cranes and hoists must be visually inspected before use. If there are any signs of damage, the equipment cannot be used until fully evaluated by a qualified person. Detailed inspections and maintenance will be performed by qualified individuals. No maintenance work is to be performed on any crane or hoist unless authorized by the company.

Powered Industrial Trucks

Quick Guide

- Only Sample Document authorized employees can use powered industrial trucks.
- Powered industrial trucks must travel no faster than a person can walk.
- Sound the horn at blind corners.
- Stop at all stop signs.

There are a variety of powered industrial trucks in use at this facility. Forklifts, mules and other motorized vehicles all fall into this category. Whenever people and vehicles share the same working space, safe work methods cannot be overstated enough.

Qualifications: The **first rule** of safety for powered industrial trucks is that **no one** can use **any** powered industrial truck until they have been **trained and authorized** by the company to use a particular vehicle. Powered industrial truck training provided to employees will be vehicle-specific and location-specific training. This means that for every type of powered industrial truck the employee may use, the employee will receive specific training on each specific vehicle needed to perform job responsibilities.

Prior Training & Experience: Employees with prior knowledge and experience in powered industrial truck operations will be tested on the specific vehicle(s) they will use to verify they have the necessary knowledge and skill. If they are competent in vehicle operations, they will be certified by the company as a qualified operator. Prior training or experience does not automatically authorize an employee as an operator; employees must be certified by the company as a qualified operator.

General Rules: There are some very simple rules governing the use of powered industrial trucks that all employees must follow:

- Only qualified and authorized employees can operate a powered industrial truck.
- The traveling speed throughout the facility is a **walking speed**.
- There will never be any riders on any powered industrial truck.
- Horseplay will never be tolerated.
- All vehicles must be inspected before the start of each shift.
- All accidents (property damage only or otherwise) must be reported immediately.
- Pedestrians always have the right of way.
- All installed safety equipment (such as seat belts) on powered industrial trucks must be used whenever the vehicle is operated.