

## **SAFETY TRAINING**



### **Safety Orientation**

Workplace safety orientation begins on the first day of initial employment or job transfer. Each employee shall have access to a copy of this General Safety Manual, through his or her supervisor, for review and future reference, and will be given a personal copy of the departmental safety rules, policies and procedures pertaining to his or her job. Supervisors will ask questions of employees and answer employees' questions to ensure knowledge and understanding of safety rules, policies and job-specific procedures. All employees will be instructed by their supervisors that compliance is required.

Employees will sign verification that they have received (1) Safety Orientation and (2) General Safety Manual or departmental safety handbook if applicable.

### **Job Specific Training**



- Supervisors will initially train employees on how to perform assigned job tasks safely.
- Supervisors will carefully review with each employee the specific safety rules, policies and procedures that are applicable.
- Supervisors will give employees verbal instructions and specific directions on how to do the work safely.
- Supervisors will observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.
- All employees will receive save operating instructions on seldom-used or new equipment before using the equipment.
- Supervisors will review safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures.

## **Periodic Retraining of Employees**

All employees will be retrained periodically on safety rules, policies and procedures and when changes are made to the workplace safety handbook.

Individual employees may be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice and when a supervisor observes employees displaying unsafe acts, practices or behaviors. Tracking safety training and work-related injuries will be monitored by the Safety Unit/Risk Management Department.

## **Supervisors**

Supervisors shall attend their departmental Safety Committee meetings. A portion of each session should be provided for discussion of accidents/injuries since the last session, ideas for improvement of the safety program, etc.

## **Employees**

New Hires and Temporaries:

- The new employee's supervisor and/or the Safety Unit shall provide orientation and on-the-job training.
- Supervisors shall ensure that new hire job safety performance is monitored by fellow crew members as well as by the supervisors.

