

## **PHYSICAL PLANT**

### **OPERATING POLICY AND PROCEDURE**

**PP/OP 02.04:** New Employee Safety Orientation Program

**DATE:** March 3, 2011

#### **PURPOSE**

The purpose of this Physical Plant Operating Policy and Procedure (PP/OP) is to provide the guidelines necessary to train all new and transfer employees on the health and safety aspects of any new position before actual work begins in an effort to avoid accidents on the job.

#### **REVIEW**

The PP/OP will be reviewed in February of each odd numbered year (ONY) by the Associate Director for Business Office and Material Resources with recommendations forwarded to the managing director for physical plant.

#### **POLICY AND PROCEDURE**

##### **1. General Statement**

An employee can be greatly affected by first impressions. Neglecting to place proper emphasis on safety in the initial stages of an employee's career can have long-term effects. Failing to shape a new employee's attitude and behavior in regard to safety fosters the development of bad habits and unsafe work practices.

A supervisor's participation in the safety orientation conveys the value and importance management places on sound safety practices. A new employee or an employee transferred within the Physical Plant must be trained appropriately before being required to begin new or reassigned job duties.

The safety orientation process will be completed over the course of six months. This PP/OP is not applicable to custodial services area.

##### **2. Definitions:**

- a. **New Employee:** A newly hired employee from outside the Physical Plant or who was re-assigned to a different shop or section within the Physical Plant.
- b. **Supervisor:** An employee's immediate supervisor or foreman.
- c. **Director:** A section director or associate managing director.

### 3. New Employee Safety Orientation Procedures

#### a. General Safety Orientation

New employees will receive the general safety orientation on their first day of employment as part of the Physical Plant New Employee Orientation session by the safety coordinator's office. The safety portion will cover a Physical Plant Health and Safety Program overview. It will include numerous topics such as information on the accident review board, incident/accident reporting, early return to work, the safety hazard/suggestion reporting program, safety recognition awards, initial Hazard Communication training, areas where personal protective equipment is required, vehicle safety, fire safety, and emergency procedures.

Participation in the general orientation will be documented on the Safety Orientation Process Form ([Attachment A](#)). Employees are instructed to take the processing form to their immediate supervisor for the next part of the orientation program.

Safety Orientation will be provided in conjunction with Physical Plant New Employee Orientation session held every two weeks on Monday. Re-assigned new employees are exempt from attending this orientation session since they have previously attended.

#### b. Job-Specific Orientation

The employee's supervisor will conduct a job-specific orientation that will involve a review of area-specific safety procedures and requirements as well as task-specific hazards and controls that the new employee should understand. Each employee's Position Description Questionnaire (PDQ) will state specifically that support and compliance with all safety rules, regulations, and operating policies and procedures are essential functions of that position and will be discussed in the job-specific orientation. (If the PDQ does not comply with this requirement, an update should be generated.) This is a critical stage of the orientation process that will be completed within the first week of employment and will not be delegated to a co-worker.

Topics to be reviewed during this stage include but are not limited to:

- (1) hazardous elements specific to the job, including hazardous materials (electronic MSDS review), machinery, noise, etc.;
- (2) hazard control measures such as engineering and administrative controls (lockout/tag out, confined space, etc.), safe operating procedures (PP/OP's, Departmental OP's, Shop/Area OP's including substance abuse, employees assistance program, dress code, etc.), and personal protective equipment (contact the safety coordinator for respirator issuance, training, fit testing, etc.);

- (3) area emergency procedures such as equipment emergency stops, emergency response procedures and telephone numbers, evacuation routes, location of fire alarm systems and fire extinguishers, and access to medical help; and,
- (4) proper and safe use of equipment and tools with additional areas addressed as appropriate for the job.

Upon completion of the job-specific orientation, the supervisor and employee will document completion by signing the Safety Orientation Process Form (Attachment A). The original orientation process form should then be forwarded to the safety office for permanent record.

- c. To improve safety performance and better communication, the Physical Plant implemented the DuPont Safety Training Observation Program, widely known as STOP. STOP is a behavior-based observation program that provides the means to achieve safety excellence. STOP is the final part of the Physical Plant new Employee Safety Orientation program. Within the first six months of employment, each new employee will attend STOP introductory awareness and training program. The Physical Plant Safety office provides training programs quarterly or semi-annual based on the number of new employees requiring this training. The Safety office will notify the appropriate supervisors when the STOP sessions are scheduled. Supervisors will ensure that their new employees attend the STOP training.

Safety office will send documentation to the Planning and Training office when a new employee has completed the initial STOP training course. The Planning and Training office will add the information to the employee's transcript record.

STOP refresher training will be provided annually for all employees and documentation sent to the Planning and Training office by Safety.

#### 4. Accountability

Directors are responsible for ensuring compliance with this PP/OP.

**RESPONSIBILITY**

Position

Section

Month

Associate Director for Business  
Office and Material Resources

Review

Feb  
(ONY)

Approved:

\_\_\_\_\_  
Reviewer

Approved:

\_\_\_\_\_  
Managing Director for Physical Plant