

### 3. New Employee Orientation

Supervisors must orient new employees to on-the-job health and safety requirements, including employees new to a location, as they relate to the job being performed. This must take place before the employee is permitted to perform the work.

#### Components of safety orientation for new employees

New employee safety orientation shall introduce the following topics to give the employee the resources and capabilities to independently act to maintain safety in the workplace:

- Total description of the organization's Accident Prevention Program.
- Hazard-specific safety programs, policies, and rules applicable to the job.
- Recognizing hazards of the workplace.
- Procedures on how to report hazards, near misses, and accidents.
- Proper lifting techniques and how to use available lift aids.
- Ergonomics in the office and operations.
- Use of tools, equipment, and procedures necessary to carry out work assignments safely and efficiently.
- Housekeeping procedures.
- Fire protection and emergency evacuation, including introduction to the Emergency Management team and actions to take in the event of a fire alarm.
- Emergency numbers.
- First Aid kit locations and training.
- Driver training.
- Purpose and techniques for use of any personal protective equipment (PPE) required on the job.

The safety orientation may include additional role-specific information, but at minimum should include the topics listed on the checklist attached. Completed checklists shall be sent to HR within 30 days of hire and will be retained as part of the employee's personnel file.

## NEW EMPLOYEE HEALTH AND SAFETY ORIENTATION

Employee Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Name of Person Conducting Orientation: \_\_\_\_\_

*Instructions: Supervisors must ensure that all new personnel, including those who are temporary, seasonal, or working part time, receive a health and safety orientation. Supervisors should expand upon template as needed to include role-specific safety items and may list them at the end of the checklist.*

**1. City of Mercer Island Accident Prevention Plan**

Provide a hard copy or link to the [Accident Prevention Plan](https://mihub.mercerisland.gov/hr/page/accident-prevention-program):  
<https://mihub.mercerisland.gov/hr/page/accident-prevention-program>.

**2. Emergencies**

Explain who and how employees should call for help in emergencies. Please be specific because notifications may vary by location and the type of phone used.

**Any Phone: Call 9-1-1 and report your location.**

Call 9-1-1 to contact NORCOM dispatch to request emergency services. In an emergency situation, **do not** contact MIPD or Eastside Fire & Rescue directly.

Panic button locations and use.

**3. Emergency Evacuation**

Mention that the building's evacuation route is posted on signage in the hallway of most city buildings.

Cover the following topics for your worksite(s):

- Appropriate emergency evacuation routes (primary and secondary) for their work areas
- Evacuation assembly point (i.e., gathering area after a building evacuation)
- Discuss special evacuation needs and plans with employees with disabilities.

**4. Local Fire Alarm Signaling System**

Show the employee where the nearest fire alarm pull stations are and instruct them on their use. Let them know that activating the pull station sounds an alarm in the building to alert other occupants to evacuate. Describe what the alarm in your building sounds like (a bell, chimes, a slow whoop) and whether there are strobe lights.

Inform the new employee that when they discover a fire, they should activate the nearest fire alarm pull station, and then exit the alarmed area. If possible, employees should follow up with a call to 9-1-1 from a safe location to provide more details. Employees must leave the building immediately upon hearing or seeing the alarm, closing doors behind them.

5. **Portable Fire Extinguishers**

Show the employee where portable fire extinguishers are located. Explain that employees may use a portable fire extinguisher *only if*:

- The employee has been trained to use them;
- The fire alarm has been sounded first;
- The fire is small (waste basket size or smaller); and
- The employee has a clear evacuation route.

 6. **Reporting Workplace Accidents, Injuries, and Unsafe Conditions**

Explain that any work-related incident that results in an exposure, injury, illness, exposure, fire, property damage, or near-miss event must be reported in compliance with the City's reporting procedures.

Show the employee the Incident Reporting section of the [Accident Prevention Plan](#) on the MI Hub portal to ensure the employee knows what to report, how to report, when to report, and why reporting is so important.

 7. **Workers' Compensation**

Explain the benefit of workers' compensation to your employee. If your employee is injured at work and needs treatment, they can go to the emergency room or a health care provider of their choice and state that they were injured at work.

 8. **First Aid**

Show the employee where first aid kits are located.

Explain the scope of the First Aid section of the [Accident Prevention Plan](#).

If emergency showers and/or eye wash stations are located in your work area, show the employee where they are and instruct them on their use.

 9. **Hazard Communication and Chemical Safety**

Employees working with or around hazardous chemicals need to know:

- The identity and hazards of the hazardous chemicals and materials in their work area;
- The location of the hazardous materials, including how to find safety data sheets (SDSs) for chemical specific hazard information;
- What chemical-specific training they will need, such as following safe use practices including engineering controls, administrative controls, good work practices, wearing proper personal protective equipment (PPE), and signs or symptoms of an exposure;
- How to label secondary chemical containers (i.e., a chemical is transferred from its original container to a smaller "secondary container" for ease of use); and
- Where to find the chemical spill cleanup supplies, when to cleanup spills, and how to respond to and report a hazardous material accident or emergency, such as a spill, release, or exposure.

Employees who work with or around hazardous chemicals shall receive training on the hazards of the chemicals in their work areas prior to potential exposure.

 10. **Worksite Warning Signs and Labels**

Explain the meaning of warning signs, tags, and labels used in their work area(s).

**11. Personal Protective Equipment (PPE)**

Inform your employee of any PPE they will need to wear as part of their job.

- Explain when it is required.
- Show them how to put on, take off, adjust, and wear the PPE.
- Explain the limitations of the PPE and how to properly care for the PPE.
- Explain the process of requesting replacement PPE.

 **12. Safety Committee Meetings**

Inform the new employee about the Safety Committee. Inform them who the City's Safety Coordinator is and how to contact them.

 **13. Safety Bulletin Board**

Point out the safety bulletin board in the work area(s) and tell the employee what items can be found on the board, such as health and safety committee meeting minutes, safety newsletters, safety posters, accident and injury statistics, and other educational material. Tell them they can learn more about what is on the bulletin board by reviewing the [Accident Prevention Plan](#).

 **14. National Incident Management Systems (NIMS) Training**

Review the purpose and training programs associated with the NIMS training required for participation in the City's Emergency Management. Regular employees should be informed of required ICS training and reporting procedures.

 **15. Transportation Safety**

Explain that employees must follow applicable laws while using all modes of transportation while working for the City.

Ensure that employees who are driving a City-owned vehicle for work purposes are aware of your department's vehicle fleet procedures.

Inform your employee of the Vehicle Use policies in the [Accident Prevention Plan](#).

 **16. Role-Specific Safety**

List any additional safety items specific to the role that were discussed as part of the orientation. Identify the required safety training the employee will need to complete: Job-specific training may be needed based on the employee's job responsibilities and potential hazards, such as baseline hearing testing, Bloodborne pathogens, etc.

By signing below, I acknowledge that I have received a safety orientation regarding City and job-specific safety policies and procedures.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_