

## New Employee – Safety Orientation

### 1. Introduction

All new employees at [D1][D2] \_\_\_\_\_ need to know:

- **Everyone is responsible for safety, from the first day of work.**
- **Emergency Procedures:** Make sure you know where the fire extinguishers, first aid kits and building exits are. In an emergency call 911 for assistance if possible, assist any injured persons if feasible, and evacuate the premises if necessary to protect your own safety and the safety of others.
- **Emergencies include serious illnesses or injuries, electric shock, fire, smoke, leaking gas, earthquakes or threats of violence.**
- **Workplace Hazards:** The main hazards at our work place include slips and falls, injuries from poor lifting, poor housekeeping with trash or boxes blocking exits or walkways, safety while driving either for personal or work related purposes and possible work related violence.

### 2. Company Safety Responsibility

1. **Company.** Our Company is responsible for compliance with state and federal safety regulations and for ensuring a safe workplace. We conduct periodic inspections to ensure a safe work area.
2. **Employee participation.** Employee participation in the company's safety program is vital. You have a responsibility to point out or correct any safety hazard you see, immediately. Also, immediately report any accident, whether involving you or anyone else. Also, please make suggestions at any time to improve the safety or quality of our work environment.
3. **Employee Rights.** Employees have a number of rights under state and federal law, including the right to refuse to perform unsafe tasks. We will not discriminate against any employee for exercising his or her rights.
4. **Discipline.** Employees that engage in unsafe work practices are subject to disciplinary action, including termination.

### 3. Reporting Accidents and Injuries

If you are injured or become ill while working, immediately notify your supervisor. Medical attention will be provided by a medical provider designated by the Company. A separate brochure explaining workers' compensation and our designated Medical Provider Network is attached.

**Even if you are injured and placed on disability status by a doctor, you are still an employee and must keep in contact with your Supervisor.** Let him/her know your medical status and how treatment is progressing.

#### **4. Return to Work**

Our Company has a “return to work” policy and will accommodate any work restrictions necessary during recovery from a work related injury if possible. You are responsible for keeping in contact with your Supervisor so that you may return to work as soon as possible both for your benefit as well as that of the Company. **Your doctor does not have authority to excuse you from reporting to work for the Company. The Company will respect work limitations indicated by a medical provider so you may recovery quickly from any injury.**

#### **4. Safe Work Practices**

Proper work habits will prevent most accidents. The following are examples of unsafe acts:

- Not watching where you are going
- Bending over to lift an item rather than bending at the knees and keeping your back straight
- Trying to lift too heavy an item, or not seeking help in lifting a heavy or cumbersome box or item
- Overreaching on a ladder or stool
- Using makeshift equipment such as a chair instead of a ladder
- Using broken equipment, such as a ladder without all its rungs
- Wearing improper footwear for floor conditions
- Failing to fasten your seat belt every time you get into an automobile
- Not cleaning up or reporting a spill
- Failure to drink adequate water during hot weather (up to 1 quart per hour) and take breaks when feeling dizzy or light-headed

**SAFETY IS IMPORTANT EVERY DAY FOR EVERYONE**