



# NEW EMPLOYEE SAFETY

**New employees are at a higher risk for incident and injury!** As many as 40% of new employees will be injured within their first year of employment. Lost workday claim costs can average \$60,000! Reasons for new hire injuries include training and supervision, poor hiring practices, and little experience. Your new employee is learning a new job and is simply trying to fit in. Start new employees off right by discussing safety requirements on the first day of the job!

**SEE MORE INFORMATION AT [MEM-INS.COM](http://MEM-INS.COM)**

## CHAIN OF COMMAND

- Describe the chain of command within the company.
- Who is the employee's supervisor?
- How does the employee contact the supervisor?
- Who can the employee contact with a problem?
- Who can the employee contact to report a hazard or unsafe condition with a truck, tool or trailer?
- Provide important and after-hours phone numbers.
- Review the company's injury reporting process.
- Review after-hours injury reporting expectations.
- Review the company drug-free workplace policy.
- Review safety rules and require employee signature.
- Have employee sign and date the safety policy.

## REVIEW COMMON HAZARDS OF THE JOB

- Discuss the major hazards/dangers of the job:
  - Slips, trips and falls
  - Falls from ladders
  - Struck-by hazards
  - Vehicle accident
  - Loud machines
  - Heavy lifting
- Encourage safe decisions. They can make the difference between life and death!
- Encourage employees to take personal responsibility for their actions.
- Discuss training the employee will need on specific trucks and equipment and ensure they get it.

## ISSUE PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Provide a list of PPE needed on the job.
- Advise how to obtain equipment if theirs is lost, stolen, damaged, forgotten or worn out.
- Describe the tools and equipment that produce hazards and require PPE. (saws, hammers, noise)
- Advise of disciplinary action regarding PPE.

## INJURY AND ACCIDENT REPORTING

- Employees must report incidents to their supervisor immediately.
- Report witnessed incidents to the supervisor by the end of the work shift.
- A post-incident drug/alcohol screen will be required after incidents and injuries.
- Report all incidents in writing before going home for the day.

## SEAT BELTS AND SAFE DRIVING

- Vehicle incidents are the most common cause of employee fatality in the U.S.
- Employees must use safety belts in vehicles or machines equipped with them.
- Employees not wearing safety belts will be subject to disciplinary action.
- Distracted driving is prohibited. Do not text, dial or use smart phone functions while driving.
- Drive at a safe speed. Do not tailgate.
- Never intimidate other motorists with your larger truck or put them at risk for a crash.
- Advise employee of fire extinguisher locations on the jobsite or in vehicles and machines.

**Follow company safety rules. Always drive safely and wear your seat belt.**



*These advisory materials have been developed from national standards and sources believed to be reliable, however, no guarantee is made as to the sufficiency of the information contained in the material and Springfield Contractors Association assumes no liability for its use. Advice about specific situations should be obtained from a safety professional. 08-09-19 by MW*