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# **NEW HIRE SAFETY ESSENTIALS**

**Leader's Guide, Fact Sheet  
& Quiz**

**Item Number: 4850**

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***This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.***

## **PREPARING FOR THE MEETING**

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

## **CONDUCTING THE PRESENTATION**

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

# 4850 NEW HIRE SAFETY ESSENTIALS FACT SHEET

**LENGTH: 15 MINUTES**

## **PROGRAM SYNOPSIS:**

All employees should be aware that our workplace contains hazards that can cause injury or death if not controlled or avoided, but new hires might not be fully aware of these hazards. Thus, our safety program provides the training, procedures and protective equipment necessary to prevent injuries. Taking time to do the job correctly and being aware of their surroundings helps workers make it home safe at the end of each shift. This program discusses many of the essential safety elements new hires need to stay safe at work.

Topics include personal protective equipment, the hazards of moving equipment & moving machine parts, HazCom/chemical hazards, confined space awareness, lockout/tagout awareness, bloodborne pathogens and emergency response.

## **PROGRAM OBJECTIVES:**

After watching the program, the participant should be able to explain the following:

- What types of personal protective equipment should be worn when performing various tasks;
- Which specific hazards of moving equipment and moving parts on machinery to be aware of;
- How information about chemical hazards is conveyed;
- What to be on the lookout for when working around confined spaces and lockout/tagout operations;
- How to properly respond to various workplace emergencies.

## **PROGRAM OUTLINE:**

### **ATTITUDE/AWARENESS/YOUR RESPONSIBILITIES**

- All employees should be aware that our workplace contains hazards which can cause injury or death if not controlled or avoided. Our safety program provides the training, procedures, and protective equipment necessary to prevent injuries.
- All employees should come to work each day with a good safety attitude and a willingness to do their job in a safe manner.
- There is never a reason to perform an unsafe act in an effort to do your job. If you are not able to perform your job safely, stop work and seek assistance.
- Employees must be alert and able to perform their jobs. This is why alcohol and illegal drugs are prohibited from the workplace.
- In addition, be aware that some prescriptions and over the counter medications can affect your ability to work safely. Notify your supervisor of any medications you are taking.

### **PPE**

- One of your most important job responsibilities is wearing the appropriate personal protective equipment, commonly called PPE. Personal protective equipment is your last line of defense against injuries.
- At a minimum, you should wear safety glasses with side shields, long pants, and close-toed shoes of sturdy construction. Depending on the specific job you are performing, additional protective equipment may be required.
- If your job tasks put you at risk of chemical splashes or excessive flying particles, safety goggles will be required because they provide more protection than safety glasses.
- In addition, certain tasks also require a face shield. Because a face shield does not properly protect your eyes, be sure to wear the appropriate eye protection under the face shield.
- Certain jobs or work areas have noise levels that may damage your hearing. In these areas, earplugs, earmuffs, or canal caps will be required.
- When your head is placed at risk of being struck by falling objects or bumping into low-hanging obstructions, a hardhat will be required.
- To protect your hands, gloves come in a wide range of styles and materials. The type of glove needed will depend upon the hazards of your job.
- Heavy leather gloves should be used when handling rugged and rough materials.
- Cut-resistant gloves should be worn when handling materials with sharp edges and when using knives.
- Chemical-resistant gloves should be worn when handling or using hazardous chemicals.
- Take the time to use the correct glove for the job.

- When your work environment has an increased risk of foot injury, such as being struck by a falling heavy or sharp object, safety shoes will be required. A safety shoe includes a heavy leather upper, a reinforced toe box or “steel toe” and a sole designed to provide traction for your particular work surface.
- Certain jobs require specialized equipment such as respirators, personal fall arrest systems, arc-rated clothing or chemical-resistant clothing. If your job requires these types of items, you will receive additional training in their proper selection and use.
- Be sure to keep your PPE clean and well maintained, and always wear it properly. Remember, it cannot protect you if you’re not wearing it.

### **PAYING ATTENTION**

- Being alert to our surroundings is one way to prevent injuries.
- Look for warning signs and other posted information. Signs provide information about required protective equipment or the specific dangers of an area. Pay attention to these signs and heed their warnings.
- Also, pay attention to designated walkways and aisle ways. These areas are designed to keep you away from hazards while you move about the facility. Stay within their marked boundaries when traveling to and from your work area.
- A common source of injury in any workplace is a slip or trip hazard. Avoid these hazards by paying attention to your path of travel. Look for uneven surfaces, slippery floors, and cords or debris which may present tripping hazards.
- Never run at work. Instead, travel at a pace that allows you to safely avoid any obstacles you may encounter.
- If you see a slip or trip hazard, correct it if you are able; otherwise, mark the hazard and report it immediately.
- When using stairs, use the handrail and never carry a load that blocks your view.

### **SPECIFIC HAZARDS OF MOVING EQUIPMENT**

- Another hazard of which you must be aware is the one presented by moving equipment such as forklifts, pallet jacks, cranes, and other moving vehicles.
- As a pedestrian moving about the facility, you must share the aisle ways with these types of moving equipment and your safety depends on your level of awareness.
- Stop at all intersections and cross walks. Look both ways carefully and also overhead before proceeding.
- Listen for horns and backup alarms and also watch for warning lights. The movement of these vehicles is unpredictable and they often back up or turn suddenly with no warning.
- Never assume an equipment operator can see you. Always stand well clear of any moving equipment and yield the right of way.

### **SPECIFIC HAZARDS OF MOVING PARTS ON MACHINERY**

- There are other pieces of equipment and machinery in the workplace that present hazards. Whether it is a small power tool, a large press or other type of equipment, the powerful actions performed by these types of machines or equipment can be very dangerous.
- Under normal circumstances, workers are protected from the hazards associated with these types of machines by machine guarding, protective light curtains or pressure sensitive mats.
- Never remove or defeat any type of machine guarding and never reach around or through the guarding or protective light curtains.
- When working with or near this type of equipment, keep long hair pulled back and do not wear loose clothing or jewelry that may become entangled in moving parts.
- Never attempt to operate a machine or piece of equipment for which you have not been trained and authorized.

### **HAZCOM/CHEMICAL HAZARDS**

- There are various chemicals used in our operations that may be harmful to your safety or health. These can range from simple cleaning supplies to industrial chemicals and everything in between.
- All chemical containers in our facility must be labeled. This chemical label will contain information about the hazards presented by the chemical and some of the precautions that must be taken before using or handling the chemical.
- Some of this information is represented by pictograms. Pictograms represent the physical and health hazards presented by the chemical or substance.
- Some examples of the physical hazards represented by pictograms are explosive, flammable, corrosive, oxidizer and compressed gas.
- Some examples of the health hazards represented by pictograms are irritant, toxic and chronic health hazard.

- When these types of pictograms appear, you may wish to seek out more detailed information by referencing the chemical's Safety Data Sheet. A Safety Data Sheet contains 16 sections of specific information about a chemical such as first aid procedures, personal protective equipment, proper storage and its physical and health hazards.
- Our organization maintains a Safety Data sheet for every chemical on-site. These Safety Data sheets are always available for employee review and should be consulted before using a specific chemical for the first time.
- If your job requires the use of a specific chemical or hazardous substance, you will receive more detailed training on that particular chemical.

### **HOUSEKEEPING & FIRE PREVENTION**

- Good housekeeping is a responsibility for all employees. Proper housekeeping is critical in preventing workplace fires and injuries.
- Good housekeeping includes:
  - Maintaining a clean work area free of excess trash and debris;
  - Putting your tools and supplies in their proper places when not in use;
  - Keeping the floor area clear of tripping hazards;
  - Storing flammable materials in a designated area away from heat sources;
  - Keeping aisles or paths of travel to exits clear, visible and properly marked.

### **CONFINED SPACE AWARENESS**

- There are certain areas in our workplace that are extremely dangerous and may only be entered by authorized personnel. One such area is called a confined space.
- A confined space is defined as “an area that is not designated for continuous occupancy, that is large enough for an employee to enter and perform work, and there is limited or restricted means for entry and exit.”
- They often pose hazards to workers such as toxic or explosive atmospheres, fall hazards or physical hazards such as engulfment or moving parts.
- Workers entering these types of confined spaces must obtain a written permit before entering and specific entry procedures must be followed.
- If you witness a confined space emergency in progress, do not enter the space to assist. Call 911 or activate your facility's emergency response plan.

### **LOCKOUT/TAGOUT AWARENESS**

- Another potential hazard in the workplace is the unexpected starting of equipment or unintentional contact with energized electrical parts. Workers must be protected from these hazards when guards are removed, electrical doors or covers are opened or any time a worker is potentially exposed to injury from the unexpected release of energy.
- To control these hazards, our facility has developed an Energy Control Program, commonly called lockout/tagout. It is called lockout/tagout because all energy sources to a machine or piece of equipment must be opened and locked in the disconnected position and marked with a tag to indicate the equipment must not be re-energized.
- The only employees who should perform a lockout/tagout procedure are those employees who are authorized to do so, which are usually maintenance workers who perform maintenance and service on the machines.
- All employees potentially affected by the lockout will be notified before it occurs and also when it has been completed so they can return to work.
- All other employees must be aware and recognize when a lockout/tagout procedure is in progress and know they are prohibited from removing a lock and tag or trying to return power to the machine before the lockout/tagout procedure is complete.

### **BLOODBORNE PATHOGENS**

- A potential health hazard of which you should be aware is the risk of contracting an illness by coming into contact with contaminated human blood or bodily fluids. These contaminants, referred to as bloodborne pathogens, can transmit diseases such as Hepatitis, various hemorrhagic fevers and HIV, the virus that causes AIDS.
- Bloodborne pathogens can enter your body through contact with an open cut or wound, through sticks or cuts from contaminated needles or other sharp objects, as well as ingestion, inhalation or sexual contact.
- Because you cannot visually tell if blood or bodily fluids are contaminated, you must always protect yourself from exposure by practicing universal precautions. Universal precautions include always using a protective barrier device between you and bodily fluids, such as latex or nitrile gloves.
- Also, when handling broken glass or other sharp objects, use tongs or similar tools instead of your hands.

- A common source of exposure in the workplace is from a bleeding coworker. If a coworker is injured, avoid contact and activate the company's emergency plan for reporting injuries so the properly trained first response team can provide assistance.
- If you do come into contact with blood or bodily fluids, take these steps to reduce your chances of contracting a disease:
  - If contact occurs on the skin, immediately wash the affected area with warm water and soap;
  - If the material splashes in your eyes, rinse them thoroughly with water for 15 minutes;
  - Be sure to report all exposures right away.

### **EMERGENCY RESPONSE**

- Emergencies can happen at any time, sometimes with little or no warning, and it is important to know how to handle them calmly and safely.
- Become familiar with the exits, evacuation routes, storm shelters and designated meeting places or rally points closest to your work area.
- A fire, bomb threat or severe chemical release would necessitate an evacuation of the premises. When you are alerted to one of these emergencies, report to your assigned rally point and remain until you are accounted for and dismissed by your supervisor. In the event of severe weather, go to the storm shelter nearest your work area and remain there until dismissed.
- If there is an active shooter or other violent threat in the workplace, remain calm and assess the situation. The best course of action is to avoid contact with the threat by leaving the area if it is safe to do so.
- If you are unable to leave the area safely, hide from the threat and deny access by locking doors or blocking doorways with heavy items.
- If you are directly faced with violence, fighting back to save your life is your last resort.

## NEW HIRE SAFETY ESSENTIALS

### ANSWERS TO THE REVIEW QUIZ

1. a

2. b

3. a

4. a

5. b

6. c

7. a

8. b

9. d

**NEW HIRE SAFETY ESSENTIALS**  
**REVIEW QUIZ**

*The following questions are provided to determine how well you understand the information presented in this program.*

Name \_\_\_\_\_ Date \_\_\_\_\_

1. There is never a reason to perform an unsafe act in an effort to do your job.
  - a. True
  - b. False
  
2. Personal protective equipment is your first line of defense against injuries.
  - a. True
  - b. False
  
3. Which type of gloves should be worn when handling rugged and rough materials?
  - a. Heavy leather gloves
  - b. Cut-resistant gloves
  - c. Chemical-resistant gloves
  
4. You should never assume an equipment operator can see you.
  - a. True
  - b. False
  
5. Only those containers of chemicals deemed to be hazardous must be labeled.
  - a. True
  - b. False
  
6. A Safety Data Sheet contains \_\_\_\_\_ of specific information about a chemical.
  - a. 8 sections
  - b. 12 sections
  - c. 16 sections
  
7. Good housekeeping is a responsibility for all employees.
  - a. True
  - b. False
  
8. If an injured coworker is bleeding, you should get bandages and administer first aid immediately.
  - a. True
  - b. False
  
9. Which of the following would necessitate an evacuation of the premises?
  - a. A fire
  - b. A bomb threat
  - c. A severe chemical release
  - d. All of the above