



Training Solutions, Delivered!

ORIENTATION TO SAFETY FOR NEW EMPLOYEES

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

Item Number: 5084
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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.

5084 ORIENTATION TO SAFETY FOR NEW EMPLOYEES FACT SHEET

LENGTH: 35 MINUTES

PROGRAM SYNOPSIS:

As a new employee in our organization, you will be asked to learn a lot of important information regarding your job responsibilities. None of these responsibilities is more important than workplace safety. Our safety program is designed to prevent workplace incidents or injuries through employee training, eliminating hazards, following safe work procedures and the use of personal protective equipment. All employees, including you, must help in our safety efforts by reporting to work each day well rested, fit for duty and committed to performing your job in a safe manner. This program discusses the most common safety issues you may encounter while performing your job and the safe work practices and job procedures that must be followed to prevent injuries and ensure that each of us arrives home safely at the end of each day.

Topics include various types of personal protective equipment, preventing slips, trips and falls, ladder safety, pedestrian safety, safe lifting techniques, hazard communication, lockout/tagout, emergency response, bloodborne pathogens, incident reporting and confined spaces.

PROGRAM OBJECTIVES:

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

- What the various types of PPE are and which hazards they protect against;
- Which safe work practices to follow to prevent slips, trips and falls;
- How to properly inspect, set up and work on a ladder;
- Which hazards to look out for as a pedestrian traveling through the facility;
- What specific information can be found on chemical labels and Safety Data Sheets;
- What the basic principles are in lockout/tagout operations;
- Which universal precautions to follow to avoid exposure to bloodborne pathogens;
- What confined spaces are and why they must only be entered by authorized personnel.

INSTRUCTIONAL CONTENT:

INTRODUCTION

- Our safety program is designed to prevent workplace incidents or injuries through employee training, eliminating hazards, following safe work procedures and the use of personal protective equipment.
- All employees, including you, must help in our safety efforts by reporting to work each day well rested, fit for duty and committed to performing your job in a safe manner.
- This program discusses the most common safety issues you may encounter while performing your job and the safe work practices and job procedures that must be followed to prevent injuries and ensure that each of us arrives home safely at the end of each day.

PERSONAL PROTECTIVE EQUIPMENT

- Personal protective equipment, or PPE, is often referred to as the “last line of defense” against workplace injuries, but always remember that PPE must be one of your first considerations when determining how to perform a task safely.
- Understand that personal protective equipment is required when a hazard cannot be eliminated by other means. Your PPE is often your only protection against injury.
- Our organization will supply you with the appropriate protective equipment to keep you safe on the job, but it is ultimately your responsibility to use it. In fact, selecting, wearing and maintaining the required personal protective equipment is one of your most important job responsibilities.

PPE: Hardhats

- You must wear a hardhat in any situation where there is the potential for a head injury from falling or moving objects, there is a risk of striking the head on stationary objects or there is potential to contact exposed, energized

electrical parts.

- Certain job tasks and work areas in our facility require a hardhat and you will be instructed when the use of a hard hat is required.
- A hardhat consists of two parts: the outer shell and the inner suspension system.
- The inner suspension system is designed to absorb the impact of a falling object or bumping into a fixed object. For this reason, never place or store anything between the suspension system and the outer shell.
- The suspension system has a definite front and back and is designed to be worn forward at all times. Typically, this means that the bill of the hardhat will face forward and provide additional protection to the nose and face; however, certain tasks or PPE may require the bill of the hardhat to face backwards.
- If this is the case, do not simply turn the hardhat around backwards. Instead, the inner suspension system must be removed and turned around 180 degrees. This allows the bill to face backwards while the inner suspension system faces forward as designed.
- Hardhats should be kept clean and inspected for damage frequently.
- Be aware that bump caps do not provide the same protection as a hard hat and may only be used in certain limited applications.

PPE: Eye & Face Protection

- Many jobs require the use of eye and face protection. This is due to the fact that the flying debris that is generated by many activities and operations is unpredictable and often difficult to control.
- Safety glasses with side shields are impact-resistant and have shatterproof lenses. Safety glasses protect our eyes from flying debris or inadvertent contact with objects.
- The use of safety glasses is mandatory in all work areas of our facility. When more protection is needed, safety goggles will be required.
- Safety goggles provide a complete seal around the eyes and provide protection from particles and liquids.
- Certain jobs, such as chipping or grinding, create hazards to our face and a face shield will be required. You need to understand that a face shield alone does not provide eye protection. Anytime you wear a face shield, you must also wear eye protection.
- Employees who use lasers or perform welding operations must be protected from ultraviolet light. Laser safety eye wear must be matched to the wavelength of the specific laser being used and welders must use the darkest shade of lens practical for the type of welding being performed.

PPE: Hearing Protection

- One hazard that new employees often overlook or don't understand is noise. This is because noise can't be seen and its adverse effects aren't immediately noticeable, but you must be aware that exposure to harmful noise is a serious issue and can cause permanent hearing loss if hearing protection is not used.
- Warning signs are indicators of a high noise area. You will also be instructed as to which job tasks or work areas in our facility require hearing protection.
- Earplugs must fit correctly and be installed properly. To properly install disposable earplugs, first make sure your hands are clean. Then roll the earplug in your fingers to compress it.
- Pull up on the top of your ear to help align the ear canal, then insert the plug into your ear canal. Once inserted, hold your fingertip on the end of the plug for a few seconds while the plug expands to fill your ear canal. Then repeat on your other ear.
- Canal caps are another type of hearing protection. Canal caps provide less protection than ear plugs because they only cover the entrance to the ear canal.
- Earmuffs can provide more protection.
- In very noisy environments, earplugs can be worn in combination with earmuffs for increased protection. This is called "dual hearing protection."
- If you have any questions about the hearing protection required for your work area, please consult your supervisor.

PPE: Respirators

- There are various airborne hazards that may exist in our facility. Often these hazards are related to a specific task being performed or the environment into which you may enter. When this is the case, you will be required to wear a respirator.

- Employees who are required to wear a respirator will be given a medical evaluation to determine if a respirator can be used safely.
- In addition, these employees must undergo an extensive fit test procedure to ensure that a proper fit and seal can be achieved.
- The various types of respirators include dust masks, chemical cartridge or filter respirators and supplied-air respirators. It's important to understand what type of respirator should be used for any particular job task or environment.
- A NIOSH-approved dust mask can be used for dust and other particles, but is not intended for fumes, mists or vapors.
- A chemical cartridge respirator can be used for specific chemical vapors or fumes, but cannot be used in a low oxygen environment.
- It's also critical to know what type of chemical cartridge must be used for any specific chemical and how often the cartridge must be replaced.
- Supplied-air respirators supply the user with clean air and do not depend on filtering the air. These types of respirators are designed for use in low oxygen or highly toxic atmospheres, also known as an IDLH environment. IDLH stands for Immediately Dangerous to Life and Health.
- Prior to each use, a positive pressure test and a negative pressure test must be performed to ensure a good seal has been established between the respirator and the face.
- Employees with facial hair are prohibited from using a respirator because facial hair can interfere with a proper seal. For this reason, our organization may restrict the growth of facial hair for employees who perform certain job tasks or work in specific areas.
- If you are required to use a respirator, you will receive additional more detailed training. Do not attempt to use a respirator unless you have been properly trained and are authorized to do so.

PPE: Gloves

- No matter what your job function may be at our facility, it will be your hands that end up closest to many hazards. This is why it is critical to protect your hands by selecting and using the proper type of glove for the job you plan to perform.
- In general, a multi-purpose glove will be adequate for most job functions and should always be worn when handling items or contacting fixed objects that may contain rust, dirt or residue.
- You will need to use a more robust leather glove when handling materials with burrs, splintering wood and similar objects that pose both a cutting and puncture hazard.
- Cut-resistant gloves will be required when handling sharp objects such as sheet metal and also while cutting with knives. In some instances, cut-resistant sleeve will also be required.
- Chemical-resistant gloves must be used when handling certain chemicals.
- Section 8 of a chemical's Safety Data Sheet will provide specific information on glove selection as well as other PPE.
- It's important to understand that there is no one glove that will protect against all hazards and many job tasks require highly specialized gloves. You must take the time to change gloves when you change job tasks and the hazards change.
- It's also important to note that you shouldn't wear any gloves at all when working closely with moving equipment or rotating shafts. Becoming entangled in moving equipment presents the greater hazard.
- Check with your supervisor if you have any questions or concerns about selecting or using the proper glove for the job.

PPE: Foot Protection

- Another part of our body that is frequently exposed to hazards are our feet. Our feet must be protected from workplace hazards by selecting the appropriate safety footwear based on the expected types of hazards.
- At a minimum, your workplace shoes must consist of a sole which provides good traction, an enclosed toe box and is constructed of solid sides and uppers; however, some areas of our facility may require additional foot protection such as safety shoes or boots with a reinforced toe box and puncture-resistant soles.
- A reinforced toe box protects your toes from being crushed, while puncture-resistant soles can prevent sharp objects from puncturing the bottom of your foot.
- Additional protection for the top of the foot can be provided by metatarsal guards and may also be required.
- Make sure you understand what footwear is required for your work area.

PPE: Protective Clothing

- In addition to the PPE we have already discussed, there are many varieties of protective clothing available for specific hazards. For example, electrical workers may be required to wear arc flash protection and chemical workers may need to wear chemical resistant coveralls.
- Our organization will provide you training for the proper selection and use of any protective equipment you may need. If you have questions or concerns about your required PPE, please stop work and ask your supervisor.

PREVENTING SLIPS, TRIPS & FALLS

- As a new worker for our organization, you must understand that preventing slips, trips and falls is one of the most important aspects of our injury prevention program. Falls are a major safety concern in all of our production and office areas and preventing them requires specific and consistent action by all of us.
- When moving about our workplace, always travel at a safe pace and never run.
- Constantly scan the path ahead of you for potential slip or trip hazards. Cords and hoses crossing walkways, loose work materials or debris, liquids or slippery substances on the floor, office supplies and open file cabinet drawers are common causes of workplace falls.
- If you discover a slip or trip hazard, don't just walk around it. You must take action to remedy the situation.
- Correct the issue yourself if you are able and can do so safely. If not, mark the hazard to alert others and report the situation so it may be corrected.
- Following good housekeeping practices is critical to preventing slip and trip hazards. All of our employees are responsible for maintaining a neat and orderly work area.

LADDER SAFETY

- During the course of your work, it may become necessary to use a step stool or a ladder. Before doing so, keep these key safety points in mind.
- When selecting a ladder, make sure it is tall enough to safely reach the job and that its duty rating or capacity will support the combined weight of you and any tools you plan to use.
- Conduct a thorough pre-use inspection to ensure that the ladder is in good working order. Check the rungs and side rails for damage and be sure to inspect the condition of the feet and foot pads.
- You must set up the ladder on a solid, level surface.
- When using a step ladder, make sure the spreaders are fully extended.
- When using an extension ladder, it should be set up at a 75-degree angle. To achieve this, you should place it one foot away from the wall for every four feet of ladder height.
- When climbing any ladder, always face forward and climb slowly using three points of contact. This means having one hand and two feet or two hands and one foot on the ladder at all times while climbing or descending.
- While working on any ladder, avoid overreaching. A good rule of thumb is to always keep your belt buckle between the side rails.
- Never stand on the top two steps of a step ladder or the top three steps of an extension ladder.
- Understand that many jobs are not suitable for a ladder at all. An aerial work platform operated by a qualified person is often the best choice for elevated work.

PEDESTRIAN SAFETY

- Our organization has a wide variety of job functions performed by a workforce of many skills and talents; however, one role we all have in common is that of pedestrian as we move about our workplace. Staying safe while traveling at work requires both our focus and attention.
- When traveling around our facility, stay within the marked aisles or pathways whenever possible.
- Many of our aisles are also traveled by powered industrial trucks and other mobile equipment, so you must stay alert at all times.
- Stop at all intersections and look both ways before proceeding.
- Listen for horns and backup alarms. These are indications that moving equipment is nearby.
- When a forklift or other mobile equipment is nearby, always stay well clear and yield the right of way.
- Never assume the driver can see you. Make eye contact with the driver and do not approach or cross until he or she indicates that it is safe to do so.
- When traveling up or down stairs, keep one hand on the rail and travel at a slow pace, taking only one step at a time.

- Before entering a new work area scan all around for potential hazards, including overhead, before entering.

SAFE LIFTING TECHNIQUES

- Many jobs at our facility will require some type of lifting or manual material handling. It is extremely important for all workers to practice safe lifting techniques because back injuries are one of the leading types of workplace injuries.
- The first step to moving any load is to check its weight. Do not attempt to move anything that is too heavy or awkward to safely move alone. Get help from a co-worker or use a hand truck or other device designed to assist in safely lifting materials.
- Once you have decided that it is safe to lift an object by yourself, it is important to follow safe lifting techniques.
- Stand close to the object with your feet spread shoulder-width apart or wider. Then lower yourself down to the load by bending your knees and keeping your back in its natural position which maintains the back's natural curvature.
- It's important to get a good grip on the object. If the object has handles or handholds, you should use them. Tilting the load can also create a spot for a solid grip.
- Bring the load close to your body, then use the strength of your legs to rise up and lift the load.
- Keeping the load close to your body while lifting helps to minimize the force placed on your lower back.
- Be careful not to twist your back while lifting or placing the load. Avoid twisting by using your feet to turn your body into the desired position instead.
- Maintain a wide stance and bend your knees when lowering a load also.

HAZARD COMMUNICATION

- Some of your job duties may involve working directly with or in close proximity to hazardous chemicals. Our organization has developed a Hazard Communication Program that communicates the hazards of workplace chemicals to all employees.
- It is crucial that you understand how these chemical hazards are communicated and how to use this important information to ensure your safety when storing, handling, using or working near hazardous chemicals or substances.

HAZARD COMMUNICATION: Container Label Information

- All chemical containers located at our facility must have a chemical label. The chemical label will include the name of the chemical and some key safety information.
- The label may include a signal word. A signal word is used to quickly indicate the relative severity of the chemical's most severe hazard.
- Only two signal words are used, "Danger" and "Warning." The signal word Danger is used to represent more severe hazards, while the signal word Warning is used to represent lesser hazards.
- A chemical label will also contain hazard and precautionary statements.
- Hazard statements provide a concise description of the various hazards presented by a chemical.
- Precautionary statements concisely explain safe handling of the chemical or mixture.
- Reading a chemical's label will provide you with important chemical safety information.

HAZARD COMMUNICATION: Pictograms

- Another way in which chemical labels provide hazard information is through the use of pictograms. Pictograms are used to represent the physical hazards or health hazards of a chemical.
- There are five pictograms used to represent physical hazards.
- The exploding bomb pictogram indicates that a material is explosive or unstable.
- The flame pictogram is used to represent flammable gases, liquids and solids.
- The oxidizer pictogram, also called the "flame-over-circle" pictogram, signifies that the chemical will add oxygen to and increase the intensity of a fire.
- The gas cylinder pictogram is used when a substance is a compressed gas or a liquefied gas under pressure.
- The corrosion pictogram indicates that the substance is corrosive to metal.
- Certain chemicals may also present a health hazard and there are pictograms used to represent health hazards.
- * The corrosion pictogram is also used to represent the health hazard of skin corrosion and serious eye damage.
- The exclamation point pictogram, also known as the "irritant" pictogram, indicates that the chemical is a skin, eye or respiratory irritant.
- The skull and crossbones pictogram signifies that the chemical is acutely toxic and exposure may be fatal.

- The health hazard pictogram indicates that the substance is a carcinogen or causes respiratory sensitization or germ cell mutagenicity. The health hazard pictogram also represents reproductive toxicity, an aspiration hazard or specific target organ toxicity.

HAZARD COMMUNICATION: Understanding Chemical Hazards

- Chemical labels provide you with important information about the hazards of the chemicals in our facility; make sure you read and understand the information on the label before working with any chemical.
- You will receive more detailed chemical safety training if your job requires you to work directly with a hazardous chemical or substance.
- If you have any questions about safely working with any chemical or substance in our facility, stop work and seek assistance.

HAZARD COMMUNICATION: Safety Data Sheets

- If you need to seek out additional or more detailed information about a chemical, you should consult its Safety Data Sheet, or SDS. Our organization maintains a Safety Data Sheet for every chemical located at our facility.
- A chemical's Safety Data Sheet contains detailed safety information related to the chemical, such as personal protective equipment, safe handling and storage, health effects, exposure limits, first aid procedures, spill response and firefighting information.
- All employees have the right to access to these Safety Data Sheets and should consult them when needed to learn more detailed safety or health information about a specific chemical.

LOCKOUT/TAGOUT

- Around here, we use various forms of energy to power our tools, equipment and machines. If our machines were to become powered up unexpectedly, especially while someone was working on them, a serious injury is likely to occur.
- To prevent this, our facility has developed an Energy Control Program which we refer to as "Lock, Tag and Try" or simply "Lockout/Tagout."
- Lock, tag and try procedures are used anytime fixed machine guards are opened or removed, electrical doors or covers are opened or any time a person is potentially exposed to injury from the unexpected start up or energization of equipment.
- This most frequently occurs during maintenance operations when our machines or equipment are being serviced or adjusted.
- During a lockout procedure, all energy sources to a machine or piece of equipment are disconnected and then locked in the disconnected position and marked with a tag to indicate that the equipment must not be re-energized.
- Once all energy sources have been locked and tagged, the lockout must be "tried" to ensure that the equipment will not start. To try a lockout, the normal on/off controls are be used to verify that the machine will not start.
- Exposed electrical parts must be verified to be de-energized using an appropriate testing device or meter.
- Only authorized employees are permitted to perform lock, tag and try operations.
- Any employee who will be affected by a planned lockout procedure will be informed before the equipment is shut down and notified when the equipment is returned to service.
- If you encounter a lockout/tagout, you must understand that someone's life depends on the equipment remaining deenergized and that no one other than the person who placed the lock and tag is allowed to remove it.

EMERGENCY RESPONSE

- At our facility, we spend a lot of time and effort trying to prevent any type of emergency situation from occurring, but despite our best efforts, a workplace emergency can happen at any time. Knowing how to respond to the various types of workplace emergencies is critical to your safety and the safety of your co-workers.
- As a new employee, it is important for you to become familiar with the exits, rally points and storm shelters closest to your work area.
- You will be made familiar with our facility's specific emergency alarms and tones.
- During a fire, bomb threat or other emergency that requires an evacuation, you should immediately leave your work area and calmly proceed to the nearest exit. Make your way to your assigned rally point or outdoor meeting area.
- If you are located in a facility where hazardous chemicals are a concern, you will need to check the wind direction and move to the nearest upwind rally point.

- While at the rally point, roll will be taken to make sure that all workers are accounted for. You must remain at the rally point until given the all clear by a supervisor or emergency response coordinator.
- During a severe weather event, such as a tornado, you must proceed to the nearest designated storm shelter.
- Roll will be taken inside the storm shelter to make sure everyone is accounted for. You must remain in the storm shelter until given the all clear by a supervisor or rally point coordinator.

WORKPLACE VIOLENCE/ACTIVE SHOOTER

- Another type of emergency for which we must be prepared is the occurrence of workplace violence or an active shooter. Learning how to prepare and what actions to take will help ensure a proper response should a traumatic event take place.
- We have a zero-tolerance policy for any type of harassment, bullying or aggressive confrontation.
- Do not participate in or escalate any type of conflict with a co-worker. Walk away and immediately report the situation to your supervisor, human resources or security so proper action can be taken.
- If an active shooter situation occurs at our workplace, the best response is to avoid the shooter and escape if it is safe to do so.
- If fleeing is not possible, barricading yourself into a safe space where you can hide while also denying access to the shooter is the next best option.
- Directly confronting an active shooter should always be the last option.

BLOODBORNE PATHOGENS

- A potential hazard that all employees must be aware of is the risk of contracting an illness by coming into contact with contaminated human blood or bodily fluids. The methods used to protect yourself from a potential exposure are called “universal precautions.”
- 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 needle sticks or contact with other sharp objects, as well as ingestion, inhalation or sexual contact.
- Following universal precautions means treating all blood or bodily fluids as if they are contaminated with bloodborne pathogens.
- Practicing universal precautions means avoiding direct contact with all blood or bodily fluids and if that is not possible, always use a protective barrier device such as latex or nitrile gloves to avoid contact.
- Preventing cuts and needlesticks is another important part of following universal precautions. Always handle broken glass and similar sharp objects with tongs or a broom and dustpan and dispose of used needles in a proper “sharps” container.
- For the majority of our employees, the most common source of exposure is from a bleeding coworker. If this should occur, do not contact the injured person or attempt to provide first aid. Activate our emergency response plan for reporting injuries so a properly trained first response team can provide assistance.
- If you discover soiled bandages, used needles or other residue from blood or body fluids, do not touch it. Report it right away so it may be properly disposed of and the area decontaminated.
- 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 to 20 minutes.
- Report all potential exposures to bloodborne pathogens to your supervisor right away.

INCIDENT REPORTING

- If you are involved in an incident that results in property damage or injury, it must be reported to your supervisor right away.
- Of course, the number one concern is for any injured worker to receive first aid or any needed off-site medical care. After receiving any needed medical attention, report the incident immediately.
- Incidents that involve property damage, injuries that don’t require first aid or even a “near miss” must also be reported. This is because our organization investigates all incidents so their root causes may be understood and measures taken to prevent similar incidents from happening again.

- Our organization maintains a log of all workplace injuries and illnesses. This information is available for employee review upon request.
- In addition, an annual summary of this information is posted from February through April each year.

CONFINED SPACES

- There are certain types of areas in our facility that are extremely dangerous and may only be entered by trained and authorized personnel. One such area is referred to as a “confined space” and will be marked with a danger sign indicating that it should not be entered.
- 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.”
- Confined spaces often pose hazards to workers such as oxygen-deficient or toxic atmospheres, or physical hazards such as moving parts.
- Prior to entering a confined space, authorized workers must obtain a written permit that ensures air quality testing and hazard abatement has been performed and that a trained rescue team is standing by.
- In most cases, a three-person entry team is required which includes an entry supervisor, a standby attendant and the confined space entrant.
- Never enter into any type of confined space unless you are part of an authorized entry team and in possession of a valid confined space entry permit.

SUMMARY

- As a new employee, there is a lot of important information you will be asked to learn, some of which we have provided to you in this program.
- By providing an overview of our most common safety issues and discussing the safe work practices and job procedures required to prevent injuries, we have provided you with a foundation of knowledge on which you can build the habits of a safe worker.
- Please understand that we will never ask you to perform an unsafe act. Every job task in our facility can and must be done in a safe manner.
- If at any time you have concerns about your ability to do a job safely, please stop work and seek assistance.

ORIENTATION TO SAFETY FOR NEW EMPLOYEES

ANSWERS TO THE REVIEW QUIZ

- | | |
|-------|-------|
| 1. a | 16. b |
| 2. d | 17. b |
| 3. a | 18. a |
| 4. b | 19. a |
| 5. a | 20. c |
| 6. b | 21. a |
| 7. b | 22. a |
| 8. d | 23. b |
| 9. b | 24. b |
| 10. a | 25. a |
| 11. d | 26. c |
| 12. b | 27. d |
| 13. a | 28. b |
| 14. c | 29. a |
| 15. a | 30. a |

ORIENTATION TO SAFETY FOR NEW EMPLOYEES
REVIEW QUIZ

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

Name _____ Date _____

1. Our organization will supply you with the appropriate protective equipment to keep you safe on the job, but it is ultimately your responsibility to use it.
 - a. True
 - b. False

2. You must wear a hardhat in any situation _____.
 - a. Where there is the potential for a head injury due to falling or moving objects
 - b. Where there is the risk of striking your head on stationary objects
 - c. Where there is the potential to contact exposed, energized electrical parts
 - d. All of the above

3. If you are performing a task that requires the bill of your hardhat to face backwards, you must remove the inner suspension system and turn it around 180 degrees.
 - a. True
 - b. False

4. During chipping and grinding operations, wearing eye protection is optional as long as you are wearing a face shield.
 - a. True
 - b. False

5. New employees often overlook hazardous noise because it can't be seen and its adverse effects aren't immediately noticeable.
 - a. True
 - b. False

6. Canal caps provide _____ protection than earplugs.
 - a. More
 - b. Less

7. NIOSH-approved dust masks provide effective protection for dusts, fumes, mists and vapors.
 - a. True
 - b. False

8. Both a positive and negative pressure test must be performed on your respirator _____.
 - a. Daily
 - b. Weekly
 - c. Monthly
 - d. Prior to each use

9. _____ of a chemical's Safety Data Sheet provides specific information on selecting the proper glove for handling the substance.
 - a. Section 2
 - b. Section 8
 - c. Section 12

10. Gloves should NOT be worn at all when working closely with moving equipment or rotating shafts.
- True
 - False
11. At a minimum, our workplace shoes must consist of _____.
- A sole that provides good protection
 - An enclosed toe box
 - A solid side and upper construction
 - All of the above
12. You should only run in the workplace when responding to a fire or other emergency.
- True
 - False
13. If you discover a slip or trip hazard, you must take action to remedy the situation instead of just walking around it.
- True
 - False
14. An extension ladder should be set up at a _____ angle.
- 45-degree
 - 60-degree
 - 75-degree
15. You should never stand on the top two steps of a step ladder or the top three steps of an extension ladder.
- True
 - False
16. You should only assume that a forklift operator can see you if you are walking directly in front of the vehicle.
- True
 - False
17. The first step in lifting and carrying a load is to stand close to the object with your feet spread shoulder-width apart or wider.
- True
 - False
18. You can avoid twisting your back by using your feet to turn your body into the desired position while lifting or placing a load.
- True
 - False
19. Which signal word is used to represent more severe hazards?
- Danger
 - Warning
20. The _____ pictogram signifies that the chemical will add oxygen to and increase the intensity of a fire.
- Exploding bomb
 - Flame
 - Oxidizer
 - Gas cylinder

21. Which pictogram is used to represent both physical and health hazards?
- The corrosion pictogram
 - The exclamation point pictogram
 - The skull and crossbones pictogram
22. All employees have the right to access our facility's Safety Data Sheets.
- True
 - False
23. During a lockout procedure, only the electrical source to a machine or piece of equipment must be disconnected and then locked and tagged out.
- True
 - False
24. Any employee who will be affected by a planned lockout operation is permitted to perform the lock, tag and try procedure.
- True
 - False
25. During a fire, bomb threat or other emergency that requires an evacuation, you should immediately leave your work area and calmly proceed to the nearest exit.
- True
 - False
26. If an active shooter situation occurs in our workplace, the best response is to _____.
- Barricade yourself in a safe place
 - Directly confront the shooter
 - Avoid the shooter and escape
27. Which of the following is NOT stated in the program as a way bloodborne pathogens can enter your body?
- Contact with an open cut
 - Ingestion
 - Inhalation
 - Handshakes
 - Sexual contact
28. If you discover a bleeding coworker, you should locate the nearest first aid kit and provide treatment as soon as possible.
- True
 - False
29. Even injuries that don't require first aid must be reported to your supervisor immediately.
- True
 - False
30. You should never enter into any type of confined space unless you are part of an authorized entry team and in possession of a valid confined space entry permit.
- True
 - False