

**ATTACHMENT "C"****NEW EMPLOYEE SAFETY ORIENTATION PROCEDURES**

NIPSTA supports expedient and proper training for new employees as an effective onboarding tool. The *New Employee Orientation Procedure* is conducted within the first week of a new employee's engagement. The orientation stresses NIPSTA's commitment to safety and urges employees to be safety conscious at all times. The orientation is not intended to be a substitute for job specific training which may be conducted by the Executive Director or his/her qualified designee. Rather, the orientation covers topics which address general safety rules along with principles and procedures applicable to most work situations within the organization. The topics included are as follows:

1. Review of *NIPSTA Personnel Policy Manual*, *NIPSTA Risk Management and Campus Operations Policy Manual*, and all Employee Benefits
2. General Workplace Safety Practices and Rules
3. Incident and Injury Reporting Procedures
4. Transitional Duty Assignment Program
5. Reporting Unsafe Conditions and Acts
6. First Aid/Medical Treatment Procedures
7. Role of the Safety Committee
7. Fire Protection/Prevention
8. Emergency Action Procedures, including Evacuation
9. Hazard Communication/Right-To-Know ("RTK")
10. Facility Tour – Workplace Hazards
11. Safety/Regulatory Posting Bulletin Board
12. Housekeeping
13. Office Safety/Ergonomics/Back Safety
14. Administrative Tools, Equipment and Machinery

After the checklist is completed, a copy will be maintained in the employee's personnel file. All employees should be reminded of the importance of strict adherence to safety policies and procedures, particularly during the annual employee review process.

## NEW EMPLOYEE ORIENTATION CHECKLIST

The Executive Director will review all items from this list with the new employee.

#	Item	Manual	Date	Director's Initials	Employee's Initials
1	Overview of Personnel Policy Manual ("PPM")	-			
2	Overview of Risk Management and Campus Operations Policy Manual ("RMCO")	-			
3	Review of Employee Conduct Policy	PPM			
4	Review of Progressive Discipline Policy	PPM			
5	Review of Non-Harassment Policy	PPM			
6	Review of Equal Employment Opportunity Policy	PPM			
7	Explanation of Employee Benefits	PPM			
8	Review of Transitional Duty Assignment Policy	PPM			
9	Review of Americans with Disabilities Act Policy	PPM			
10	Review of Workplace Violence Policy	PPM			
11	Office Safety/Ergonomics/Safe Lifting and Moving	PPM			
12	First Aid/Medical Treatment Procedures	PPM			
13	General Workplace Safety Practices and Rules	PPM			
14	Job Specific Duties and Hazards	Job Desc			
15	Incident/Injury Reporting Procedures	PPM			
16	Hazard Communication/Right-To-Know ("RTK")	PPM			
17	Emergency Action Procedures, Evacuation	PPM			
18	Fire Protection/Prevention	PPM			
19	Safety/Regulatory Posting Bulletin Board	PPM			
20	Review of Social Media Policy	PPM			
21	Review of Personal Protective Equipment	RMCO			
22	Review of Communicable Diseases/Blood Borne Pathogens Policy	RMCO			
23	Facility Tour – Workplace Hazards	Tour			
24	Housekeeping	RMCO			
25	Safety Committee	RMCO			
26	Administrative Tools, Equipment and Machinery	Verbal			
27	Location of AEDs and Fire Extinguishers	Tour			
28	Offer/Confirmation of CPR Training	Verbal			
29	Fire Extinguisher Training	SME			
30	Annual Employee Safety Education Program Overview	Verbal			

Director's  
Signature: \_\_\_\_\_

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

Employee's  
Signature: \_\_\_\_\_

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

## **NEW EMPLOYEE ORIENTATION CHECKLIST GUIDELINES**

1. **Departmental/General Workplace Safety Practices and Rules** – Provide all new employees with campus-wide general work-place safety practices and rules.
2. **Accident and Injury Reporting Procedures** – Inform all new employees to immediately report accidents, incidents, near-misses, motor vehicle incidents, etc. to the Executive Director according to policy guidelines.
3. **Early-Return-To-Work (ERTW)** – Explain to all employees that on-the-job accidents resulting in a personnel injury and/or illness may be covered by workers' compensation coverage. Inform the new employee of the member's Claims Coordinator who serves as the liaison to IRMA. Provide a copy of the program and benefits of such program and explain that early-return-to-work may be granted even for non-work-related injuries/illnesses, if available.
4. **Reporting Unsafe Conditions/Acts** – Inform new employees of the importance of adherence to all policies/procedures to ensure the safety and health of employees, students/participants, instructors/contractors, visitors, vendors, and the general public. Should an employee witness anything that could jeopardize anyone's safety and health or result in any type of loss, it is expected of everyone to report it to the Executive Director without any potential for repercussion.
5. **First Aid/Medical Treatment Procedure** – Inform new employees to contact **911** at any time for appropriate medical personnel for anyone that appears to need emergency medical treatment. Employees are not obligated to provide first aid and/or CPR but should call for **HELP** and ensure that no further harm comes to the individual as long as they are confident of their personal safety.  
  
Also, new employees should be familiarized with first-aid station, AED, and emergency flushing stations. In addition, appropriate training in use and operation should be offered.
6. **Safety Committee** – Provide all employees with a copy of the role and responsibilities of the Safety Committee structure. Explain the purpose, members, meeting frequency, and where to find meeting minutes.
7. **Fire Protection/Prevention** -

Local Fire Alarm Signaling System – Show new employees where fire alarm pull stations are located and instruct them in their use. Let them know that activating the pull station sounds an alarm in the building to alert other occupants to evacuate and notifies emergency personnel, i.e., fire and police.

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

Portable Fire Extinguishers -- Show employee(s) where portable fire extinguishers are located. Inform them to use a portable fire extinguisher only if:

- They have been trained to use them,
- The fire alarm has been sounded first,
- The fire is small (waste basket size), and
- They have a clear evacuation route.

**8. Emergency Procedures -**

Reporting Emergencies – In order to report a situation requiring the attention of police, medical or fire personnel, instruct the employee to dial **911** and immediately notify their supervisor, if possible.

Emergency Evacuation – Walk new employees through the appropriate evacuation route for their work area. Point out secondary emergency evacuation routes to be used if the primary route is blocked. Show them where to assemble after evacuation. Discuss special evacuation needs and plans for disabled visitors and employees. Also, provide copy of written plans which may be included within personnel or safety manual.

- 9. Hazard Communication/Right-To-Know (RTK)** – Explain to all new employees the location of the regulatory poster, Material Safety Data Sheets (MSDs) binder, and member policy/program (included in personnel and/or safety manual). All employees must receive training at time of hire and thereafter, annually, with the exception of administrative employees, who are exempt. Also, orientation on personal protective equipment (PPE) and special hazards may be necessary.
- 10. Campus and Facility Tour** – All new employees will be provided with a tour of the NIPSTA campus and its facilities. Employees shall be given an opportunity to meet with applicable Program Directors and Managers in order to assist new employees in their familiarization with the organization and roles of different personnel.
- 11. Safety/Regulatory Posting Bulletin Board** – Show employees the location of the board(s) and explain the purpose of them. Be sure to stress that these boards are for the benefit of employees and are not for personal use, i.e., For Sale postings, pictures, etc.
- 12. Housekeeping** – Explain to employees that housekeeping is everyone's responsibility. Clutter and disorder may contribute to workplace accidents resulting in injury/illness and other loss. It is expected that all employees will take the time to wipe up spills and remove trip hazards, including reporting to the appropriate department.
- 13. Office Safety/Ergonomics** – Explain to administrative employees how NIPSTA addresses ergonomic factors such as workstation design/layout and personal protective equipment (PPE), i.e., adjustable keyboard tray, wrist support, footrest, etc. Provide a copy of applicable policies/programs or indicate where it could be found in the personnel or safety manual.

14. **Administrative Tools, Equipment and Machinery** – Each employee should receive a brief familiarization orientation of all administrative tools, equipment and machinery located in their assigned work area.