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10 "Musts" of Safety Orientation

- 1. Know what to do in an emergency.** Make sure you cover fire and emergency evacuation procedures from day one. Tell workers whom to call and how to sound the alarm. Walk them through two different escape routes and show them where to meet you outside.
- 2. Follow established rules, procedures, and safety signs.** Make it clear that failure to do so is inviting an accident. Emphasize your commitment to safety and point out that, if necessary, rules will be enforced through progressive discipline.
- 3. Wear required personal protective equipment (PPE).** Go over the PPE that's required, as well as the hazards this equipment will protect against. Then communicate that the employee is expected to: Wear it right. Wear it every time. With no excuses.
- 4. Handle hazardous materials according to instructions.** Discuss specific substances workers are using and go over the labels and MSDSs. Cover the hazards, PPE, safe handling procedures, and emergency procedures in case of spill. 'This training is vital for new workers and whenever new substances come into the workplace. Spot checks are also effective.
- 5. Operate equipment correctly.** Workers should only use equipment for which they have been trained and authorized. They should never take it upon themselves to maintain or repair equipment unless they've been expressly trained and authorized to do so. Instructions should be followed exactly, including no jewellery around machinery and exact compliance with lockout/tagout procedures.
- 6. Avoid taking safety risks.** Make it clear that it is never acceptable for employees to take shortcuts, ignore near misses, or engage in horseplay. The cost of these actions can put their own lives at risk.
- 7. Remove, repair, or report safety hazards right away.** Emphasize that everyone has personal responsibility to correct safety problems. Communicate that you expect workers to respond immediately to hazards.
- 8. Report accidents promptly.** Make sure workers know what steps to take to report accidents, including what emergency number(s) to call and being prepared to state the location of the accident, give their name and phone number, describe what happened, and stay on the phone until they're told it's okay to hand up.
- 9. Contribute to work zone safety.** Communicate your expectations that individual work areas be kept neat and clean, and that all employees help keep common areas free from clutter and other housekeeping hazards that could result in an accident or injury.
- 10. Take training seriously.** Inform workers that safety training will be an important and ongoing process. They can expect it whenever new processes or procedures are introduced, and whenever their safety performance needs refreshing.